

STATE OF IDAHO

IDAHO TRANSPORTATION DEPARTMENT CONTINUITY OF OPERATIONS

DOCUMENT CLASSIFICATION NOTICE

The information in this document, while not confidential, is sensitive in nature. Therefore, it may not be distributed to or discussed with anyone outside of the Idaho Transportation Department without the authorization of the Director or any individual authorized to grant permission on his or her behalf. Functional plans that outline specific emergency response operations and procedures are exempt from public disclosure in accordance with Section 9-340B Idaho Code.

**STATE OF IDAHO
IDAHO TRANSPORTATION DEPARTMENT
CONTINUITY OF OPERATIONS PLAN**



APPROVALS

This Continuity of Operations (COOP) plan was prepared by the Idaho Transportation Department to develop, implement, and maintain a viable Continuity of Operations Plan (COOP) capability. This COOP plan complies with applicable internal department policies, state and local regulations and supports recommendations provided by the Federal Emergency Management Agency and the Idaho Bureau of Homeland Security. This plan has been distributed internally within the Idaho Transportation Department and with external agencies that may be affected by its implementation.

Approved: _____ Date _____

Director Brian W. Ness (Director)

Approved: _____ Date _____

Legal Larry Allen

CONTENTS

	Page
COOP APPROVAL SIGNATURES.....	2
1. EXECUTIVE SUMMARY.....	5
2. INTRODUCTION.....	5
A. Purpose.....	5
B. Applicability and Scope	6
C. Policy.....	7
D. Objectives.....	7
E. Assumptions.....	8
F. Hazard Vulnerability Analysis	9
G. Mitigation	9
H. Incident Prevention and Preparedness	10
3. AUTHORITIES AND REFERENCES.....	10
A. Authorities	10
B. References.....	10
4. CONCEPT OF OPERATIONS (CONOPS).....	11
A. Planning Scenarios	11
B. COOP Execution.....	12
C. Incident Priority Levels.....	13
D. Essential Function Team.....	13
E. Time-phased COOP Implementation	14
F. Delegation of Authority and Orders of Succession	20
5. RESPONSIBILITIES AND PROCEDURES.....	20
A. Responsibilities.....	20
B. Procedures.....	22
6. ADMINISTRATION AND LOGISTICS.....	23
A. Alternate Facility.....	23
B. Vital Records, Equipment and Systems	24
C. Interoperable Communications.....	24
D. Resource Management	25
E. Mutual Aid.....	25
F. Devolution.....	26
G. Recovery and Reconstitution.....	26
H. Human Capital.....	28
I. Test, Training, and Exercises	29
7. COOP PLAN MAINTENANCE.....	29
8. COOP PLAN CERTIFICATION.....	30
9. GLOSSARY.....	31
10. GENERAL PLAN APPENDICES	35

Appendix A Essential Function Teams and Essential Functions	36
Appendix B Delegation of Authority and Orders of Succession.....	53
Appendix C Alternate Facilities.....	57
Appendix D Vital Records.....	59
Appendix E Organizational Relocation Kit Contents.....	60
Appendix F Communication	61
Appendix G Hazard and Vulnerability Assessment	63
Appendix H Family Preparedness.....	66
Appendix I Testing, Training, Exercise, and Maintenance	68
Appendix J Enterprise Technology and Continuity Plan.....	70
Appendix K Influenza Epidemic and Pandemic Preparedness Plan.....	71
Appendix L Terrorism Security Advisory.....	77
Appendix M Recovery and Reconstitution Teams.....	79
Appendix N Emergencies at ITD Facilities	81
Appendix O List of Alternative/Relocation Sites	104
Appendix P Additional Resources	107
11. ITD COOP SUPPLEMENTAL PLANS	108
Executive Management	109
Emergency Program.....	110
Office of Communication	115
Division of Administration	119
Business and Support Management.....	118
Employee Safety and Risk Management	122
Enterprise Technology Services	124
Financial Planning and Analysis.....	130
Financial Services	135
Internal Review	144
Division of Aeronautics.....	147
Idaho Airports and Airstrips.....	151
Division of Engineering Products and Plans	157
Division of Engineering Services	168
Division of Highways.....	182
Division of Human Resources.....	185
Division of Motor Vehicles	188
District 1.....	200
District 2.....	205
District 3.....	215
District 4.....	223
District 5.....	240
District 6.....	255

**STATE OF IDAHO
IDAHO TRANSPORTATION DEPARTMENT
CONTINUITY OF OPERATIONS PLAN**

1. EXECUTIVE SUMMARY

The Idaho Transportation Department (ITD) has jurisdictional responsibility for almost 5,000 miles of highway (or 12,000 lane miles), more than 1,800 bridges, 31 state-operated airstrips. Also included on the State Highway System are 31 rest areas and 12 fixed ports of entry. ITD also owns and manages 560 buildings that support its operations and approximately 1,700 employees statewide.

The Idaho Transportation Department's mission is *“Your Safety. Your Mobility. Your Economic Opportunity.”*

The cornerstones of COOP planning are identification of mission-critical functions, and analysis of staff and resources necessary to quickly re-establish operations after a catastrophic event. After plans (strategies and tactics) are developed, ITD employees must become familiar with how it affects their work area and must be trained in adopting the plan. It should be tested as necessary to ensure offices and personnel are prepared for unexpected emergencies.

The ITD Continuity of Operations Plan (COOP) identifies essential and time-sensitive applications, records, processes, and functions that must be maintained during an emergency and the resources and procedures necessary to provide mobility and safe movement of people and products, while the damage or disruption is being restored.

2. INTRODUCTION

ITD has essential functions that must be performed, or rapidly and efficiently resumed, during an emergency. While the impact of an emergency cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency on ITD employees, facilities, and operations.

The ITD COOP plan establishes policy and guidance to ensure the execution of the essential functions for ITD in the event that an emergency at the department or in its service area threatens or incapacitates operations, and/or requires the relocation of selected personnel and functions.

A. Purpose

The capability to prepare for, respond to, and recover from emergencies affecting ITD operations depends on the proficiency and well-being of its employees, and the clarity of its leadership. ITD has adopted this COOP plan to ensure the capability to support employees, contractors, system users, emergency responders, local and regional emergency management agencies, and the general public during emergencies.

This COOP plan describes how ITD will sustain and perform essential functions during and after a disruption in internal operations whether caused by severe weather, other natural or man-made disasters, or malevolent attack. This COOP plan ensures that ITD:

- Has the capability to implement the COOP plan both with and without warning;
- Is able to resume essential functions no later than 12 hours after activation of the COOP plan;
- Is able to maintain essential functions for up to 30 days (90 days in a pandemic influenza scenario);
- Establishes, promulgates, and maintains orders of succession to key positions and ensures that personnel have the authority to make key decisions if or when the COOP is activated;
- Provides communication to its employees, customers, and other agencies;
- Conducts regularly scheduled testing, training, and exercising of personnel, equipment, systems, processes and procedures used to support the department during a COOP event;
- Provides for a regular risk analysis of infrastructure and alternate facilities;
- Plans the location of alternate facilities in areas where the ability to initiate, maintain, and terminate continuity operations is maximized;
- Develops standard operating procedures that enable the performance of essential functions;
- Promotes the development, maintenance, and annual review of department COOP capabilities; and
- Provides employee and family education and support before, during, and after an emergency.

This COOP plan supports the performance of essential functions from alternate (continuity) locations (when or if the primary facility becomes unusable for long or short periods of time) and provides for continuity of management and decision-making, in the event that senior management or technical personnel are unavailable, inaccessible, or lost to the organization.

B. Applicability and Scope

The COOP plan applies to all ITD divisions, districts, regions, and personnel and may dictate special operating relationships with ITD partners in the public and private sector. This plan describes the actions that will be taken to activate a viable COOP response within 12 hours of a disrupting event, and to sustain that capability for up to 30 days (90 days for a pandemic). The plan can be activated during business and non-business hours, both with and without warning.

The COOP plan covers impacts on a single ITD building, a group of buildings (such as district complexes) or a wider span that would include other agencies such as a pandemic that impacts a large number of other state agencies.

This plan covers all facilities, infrastructure systems, technology and network systems, communication capabilities, and vehicles operated or maintained by the department. ITD's COOP plan supports the performance of essential functions, the activation and relocation to alternate locations if or when the primary facility becomes unusable for

long or short periods of time and provides for continuity of management and decision-making in the event that senior management or technical personnel are unavailable or unable to function. It also includes the return to normal operations once the incident has terminated.

The COOP plan has been distributed to senior managers within ITD for review and approval. Training has been or will be provided to ITD personnel with identified responsibilities, and the COOP plan has been shared with the Idaho Bureau of Homeland Security (IBHS) as part of a comprehensive emergency response by other state agencies.

C. Policy

It is the policy of the State of Idaho and ITD to respond quickly at all levels during an emergency or threat to effectively continue essential functions and operations, and to support the citizens of Idaho, other customers of the state, emergency management, and response agencies, and other agencies or services that may be affected by the emergency.

This COOP consists of:

- Plans and procedures that delineates essential functions;
- Protocol for succession to office and the emergency delegation of authority;
- Maintenance of vital records and databases;
- Alternate operating facilities;
- Interoperable communications; and
- Validation of the capability through tests, training, and exercises.

D. Objectives

The objectives of this COOP plan are to:

- Identify the hazards, threats and vulnerabilities to ITD
- Ensure the continuation of essential functions even when facilities have been compromised or rendered inoperable;
- Ensure the safety of state employees, interns, contractors, other agencies, customers, and the public;
- Maintain command, control and direction during emergencies;
- Minimize disruptions to operations and services;
- Identify facilities at alternative locations to perform essential functions;
- Protect critical facilities, equipment, vital records, and other assets;
- Assess and minimize damages and losses;
- Provide organizational and operational stability;
- Facilitate decision-making during an emergency;
- Achieve an orderly recovery from emergency operations and restoration of normal activities;
- Assist affected employees and their families;
- Provide a line of succession to critical management and technical positions;

- Provide resources and capabilities to develop plans for restoring or reconstituting regular activities, depending upon the scope, severity, and nature of the incident;
- Fulfill the department's responsibilities in local, regional, and state emergency operations plans and agreements;
- Ensure and validate COOP readiness through testing, training, and exercises to support the COOP plan.

E. Assumptions

ITD's COOP is based on the following assumptions:

- ITD has completed a hazard and risk analysis of its districts and divisions to mitigate and prepare for emergencies and its COOP planning.
- ITD will provide the capability to implement the COOP with or without warning and have operational capabilities within 12 hours of an emergency and be able to continue essential operations for 30 days, or until termination of the event, whichever comes sooner. Pandemic influenza scenarios require the ability to continue essential functions for up to 90 days or perhaps longer depending on its severity.
- During business hours, a building will be evacuated in accordance with ITD Headquarters, division and district evacuation plans.
- ITD employees will become familiar with the COOP plan and be prepared to implement parts of the plan that relate directly to their identified functions.
- Upon declaration of COOP activation by executive or senior leadership, employees will be instructed about their responsibilities under the activation and relocation phases of the COOP plan.
- Emergencies or threatened emergencies can adversely impact ITD's ability to support essential functions and to provide support to clients and external agencies.
- Appropriate resources and funding must be available for the planning, implementation and maintenance of the COOP program. Required resources will be dedicated in a timely fashion following activation of the COOP plan.
- When a COOP event is declared, ITD will implement the plan using trained, equipped personnel, and predetermined alternate facilities.
- Department and non-department personnel and resources located outside the area affected by the emergency or threat will be available as necessary to continue essential functions.
- Normally available staff members may be rendered unavailable by a disaster or its aftermath, or may be otherwise unable to participate in the recovery. Procedures are sufficiently detailed to enable another individual, other than the person primarily responsible for the work, to temporarily succeed them.
- Restoration of critical core functions and systems is a priority for implementing the COOP during an emergency.
- A disaster may require department users, clients, and local agencies to function with limited automated support and some reduced service until full recovery is made.
- In compliance with the National Incident Management System (NIMS), and Homeland Security Presidential Directive (HSPD) #5, all COOP program

activities will incorporate the principles of NIMS and the Incident Command System (ICS).

F. Hazard, Threat, and Vulnerability Analysis

Transportation operations can be interrupted by natural and human-caused events, including, but not limited to, severe weather, fires, power outages, telecommunication failures, computer network disruption, workplace violence, and terrorist attacks. To help prepare this COOP, ITD has identified specific to each district, division and major section, the hazards likely to occur and the vulnerability to ITD's mission, employees, customers, environment, and property.

Hazards:

- Natural hazards (geological, metrological, biological)
- Human-caused hazards (accidental, intentional) and terrorism
- Technology-caused (energy/power/utility, communications)

ITD will conduct an impact analysis to determine the potential for detrimental impacts of the hazards associated with each ITD district and on conditions such as:

- Health and safety of persons in affected areas at the time of the incident
- Health and safety of persons responding to the incident
- Continuity of operations
Delivery of services and equipment necessary to respond to a crisis
- Direct impact and secondary impacts
- Property, facilities, and infrastructure
- Delivery of customer services
- The environment
- Economic and financial conditions
- Regulatory and contractual obligations
- Regional, national, and international considerations

(See Hazard, Threat, and Vulnerability Assessment identified for districts, divisions and major sections)

G. Mitigation

The mitigation strategy includes measures to limit or control consequences, extent, or severity of an incident that cannot be reasonably prevented. The mitigation strategy also will be based on the results of hazard identification and risk assessments, impact analysis, program assessment, operational experience, and cost-benefit analysis by each district/division/section and include interim and long-term actions to reduce vulnerability.

Often a disaster or emergency is beyond the capacity of a single agency to resolve. It is important to know the capabilities and capacities of other partner agencies to effectively recover from a serious event. Mutual aid agreements should be in place to coordinate the exchange or sharing of resources – people, equipment, expertise, and materials – with all responding agencies. Acquire mutual aid agreements to coordinate

the exchange or sharing all of resources: people, equipment, and materials among the different responding agencies.

H. Incident Prevention and Preparedness

The prevention and response strategy will be based on information obtained from the Hazard Identification, Risk Assessment, and Hazard Analysis and will be kept current using the techniques of information collection, intelligence gathering, and application of expertise..

Techniques to consider in a prevention strategy include:

- Ongoing hazard identification
- Threat assessment
- Risk assessment
- Impact analysis and cost-benefit analysis
- Program assessment
- Operational experience
- Information collection and analysis
- Intelligence and information sharing

Mitigation is to reduce or eliminate hazards that may occur within ITD's jurisdiction. **Preparedness** is the preparing for the hazards that could not be eliminated by mitigation. Pre-disaster planning can have a dramatic impact on minimizing the tragedy, resulting in a more efficient and coordinated response, and will save lives.

3. AUTHORITIES AND REFERENCES

A. Authorities

The COOP plan has been developed with the full endorsement of ITD's director, executive team, and leadership team.

The COOP plan complies with the following state regulations and Executive Order(s):

Sections 46-601 and 46-1008, Idaho Code
Executive Order No. 2014-07, July 22, 2014

Authorities and Rules that govern the Idaho Transportation Department

This plan will comply with applicable legislation, policies, regulatory requirements, and directives. The Administrative Rules that affect ITD are addressed in IDAPA 39-Idaho Transportation Department. Many Idaho statutes and Codes of Federal Regulations (CFRs) also govern ITD operations.

B. References

References used to develop ITD's COOP plan revision include:

- Continuity of Operations (COOP) Plan Template, Federal Emergency

Management Agency

- Continuity of Operations (COOP) Plan Template Instructions, Federal Emergency Management Agency
- Guidance on Continuity of Operations Planning for State, Local, Tribal, Territorial and Private Sector Organizations, (FEMA), *draft*, August 2007
- The State of Idaho Continuity of Operations Planning Manual, August 2008
- The State of Idaho Continuity of Operations (COOP) Template, August 2008

Other references that have supported the development of this COOP plan include the following:

- Homeland Security Presidential Directive (HSPD) 20, National Security Presidential Directive (NSPD) 51: *National Continuity Policy*
- State of Idaho Hazard Mitigation Plan, November 2007
- State of Idaho Emergency Operations Plan, 2012
- Governor's Executive Order 2006-10 April 2006

Though not required, the COOP plan addresses elements identified in the Federal Emergency Management Agency, *Federal Continuity Directive 1*. The updated FCDs and other related FEMA documents can be found at:

<http://www.fema.gov/pdf/about/org/ncp/fcd2.pdf>
<http://www.fema.gov/government/coop/index.shtm>

4. CONCEPT OF OPERATIONS (CONOPS)

ITD developed a Concept of Operations (CONOPS) that describes its approach to implementing the COOP plan and how each COOP plan element will be addressed. The CONOPS focuses on establishing emergency decision-making authority and defining a decision process for determining appropriate actions in implementing continuity plans and procedures. This concept of operations also identifies classes of threats or hazards for which the plan is created. Finally, the CONOPS identifies how ITD will address issues related to notification and alert, and command-and-control.

A. Planning Scenarios

Preparing for a major disaster is important, however it is equally important to prepare for disasters or events that are less severe, yet have a higher level of frequency. These minor disasters can interrupt or prevent normal operations.

The COOP plan takes into account three separate "classes" of threats that may result in COOP activation. For each class, activities have been identified to ensure activation of the plan and continuous capability of ITD to make decisions and take action.

Activation of the COOP plan may involve:

- The deliberate and pre-planned movement of selected key personnel and technical personnel to an alternate operating facility;
- The implementation of temporary work procedures;

- The delegation of emergency authorities to successors of senior management and technical personnel if they become unavailable during the emergency; and/or
- The assignment of essential function teams to perform specific activities necessary to ensure essential functions.

The following three threat scenarios have been identified by the state as the most likely to trigger COOP plan activation:

- **Class 1 Scenario: Single Building/Agency:** In this scenario, a portion or all of the agency's operations are disrupted at one location, with limited displacement of operations to alternate facilities. There is limited impact on interdependencies between the agency and other operations, including customers, vendors and suppliers. The event is likely to be a short- to medium-term duration. The most likely causes of such disruption are fire; system/mechanical failure; loss of utilities such as electricity, telephone, water, or steam; or explosion (regardless of cause) that produces no significant damage to any other facilities or systems used by the agency.
- **Class 2 Scenario: Catastrophic Event:** This scenario assumes that an incident affects a geographic region with a cluster of state operations, e.g. the Capitol Mall. This scenario also assumes the disruption of operations to affect a number of agencies, leading to a massive and widespread displacement of the workforce and a disruption to multiple interdependencies among agencies, as well as those with customers and critical suppliers. Disruption of normal business operations is assumed to be for an extended period of time.
- **Class 3 Scenario: Pandemic Influenza:** This scenario assumes there is a pandemic-related disruption of the workforce that is indiscriminate as far as impact, and that infrastructure is affected only to the extent that systems require maintenance and/or operation by a severely depleted workforce.

Operations from an alternate (continuity) location probably will not be required. A pandemic likely will continue for last for 12-18 months with as many as three waves of new infections that last 4-6 weeks each. Continuous essential function evaluation may be required. A function that may not be critical the first three months may become critical the fourth month or later. The *Idaho Influenza Pandemic Response Plan*, prepared by the Idaho Department of Health and Welfare, is available at <http://healthandwelfare.idaho.gov/Health/PublicHealthPreparednessProgram/tabid/110/Default.aspx> and provides further coordinating instructions.

B. COOP Execution

The director/district Engineer, or her/his designated successor, may implement this COOP plan. Implementation is based on known or anticipated threats and emergencies that could occur with or without warning. The *State of Idaho Hazard Mitigation Plan*, maintained by the Idaho Bureau of Homeland Security, will explain the threats and identify mitigation strategies:

- **Known Threats and Emergencies (occurring with warning)**: There are some threats to operations that may afford advance warning and enable the orderly alert, notification, evacuation, and if necessary, the relocation of employees. This also will allow ITD to assemble and stage equipment and personnel to continue essential functions. Situations that might provide such warning include severe seasonal storms, floods, a transportation accident resulting in the threat of a hazardous material (HAZMAT) release, or a threat of a terrorist incident.
- **Unanticipated Threats and Emergencies (no warning) During Non-Business Hours**: Incidents may not be preceded by warning, e.g., earthquakes, arson, HAZMAT, or terrorist incidents, and may occur while most of the normal on-site staff is not at work. In those circumstances, while operations from the primary facilities may be impossible, most of ITD's employees still will be able to respond to instructions, including the requirement to relocate after proper notification.
- **Unanticipated Threats and Emergencies (no warning) During Business Hours**: Incidents also could occur with no warning during normal office hours. In those circumstances, execution of the COOP plan, if indicated by the circumstances of the event, would begin with implementation of building evacuation and safe assembly procedures, continuing through to notification of the COOP team.

C. Incident Priority Levels

ITD has established incident priority levels to activate its essential function teams and gauge the type of response to ensure the proper activation of personnel and equipment within its essential function teams.

Level 1 - Disruption with minor impact on essential functions

Level 2 - Disruption to one or two essential functions

Level 3 - Disruption to the entire department

D. Essential Function Teams

ITD has identified as essential only those business functions that are required by statute, regulation, or executive order, administrative and board policies, or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, or to sustain critical support to the citizens of Idaho or other state departments.

During activation of this COOP plan, all other activities may be suspended to enable ITD to focus on essential functions and building internal capabilities necessary to increase and eventually restore operations. Appropriate communications with regular or expected users of services provided by those suspended services are a priority.

ITD has identified and prioritized essential functions in the Appendix A. Essential business functions and their supporting critical processes and services, support personnel, and resources will be reviewed and updated as-needed or, at least, on an annual basis if there are no major programmatic or customer-based changes within the

organization. The intent is to ensure the continued delivery and performance of essential functions across the spectrum of threats and “all-hazards” emergencies.

Relationship between Essential and Normal Functions: This plan recognizes the concept that essential functions for groups involved in emergency management generally parallel their normal day-to-day functions. To the extent possible, the same personnel and resources will be used in both cases. Generally, a disaster is a situation in which the usual way of operating no longer suffices. It is desirable, and should always be attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large-scale disasters, however, it may be necessary to draw on the basic capacities of employees and use them in areas of greatest need, which might not coincide with their normal work. Day-to-day functions that do not contribute directly to recovery from the emergency may be suspended for the duration of an emergency. Efforts that would normally be required of those functions may be redirected to accomplish the emergency responsibilities of ITD.

In the event of activation or partial activation of the COOP plan, Essential Function Teams have been identified and organized according to federal NIMS/ICS guidelines outlined in the Appendix A. To staff the essential-function teams, ITD has identified key positions to provide management and technical expertise necessary to establish essential functions with or without warning, and within 12 hours of the emergency and have the ability to sustain this operation for at least 90 days. Management personnel will be responsible for maintaining a contact list and communicating to their staff (Appendix F).

E. Time-phased COOP Implementation

When a natural or human-caused event disrupts ITD's normal operations, the department will implement the COOP, according to the following time-phased approach to ensure that all aspects of the incident or disruption are addressed.

Phase	Time Frame	Activity
Phase I Activation, Incident Stabilization and/or Relocation	0-12 hours	<ul style="list-style-type: none"> ▪ Instruct affected ITD personnel to provide for the safety/security of family members before responding. ▪ Notify department employees and contractors by email and/or telephone regarding activation of COOP plan and their status ▪ Notify affected customers and agencies ▪ Activate Essential Function Teams ▪ Activate plans to relocate to an alternate facility if necessary ▪ Assemble documents and equipment required for essential functions ▪ Ensure communications is established ▪ Create an accountability report of ITD personnel ▪ Conduct situational (damage & needs) report ▪ Create an action plan to address incident objectives, strategies, and tactics ▪ Implement life safety and incident stabilization measures ▪ Provide essential functions addressed in COOP ▪ Activate operations and support teams, as necessary ▪ Order needed equipment/supplies ▪ Create an action plan for the next 12-hour operational period (if needed) ▪ Provide for personnel rehabilitation as needed
Phase II Additional operational Periods Beginning of the recovery phase	12 hours to 30 days	<ul style="list-style-type: none"> ▪ Implement financial tracking procedures to document and expend finances ▪ Activate action plan for next operational period ▪ Perform response and recovery operations ▪ Assist local and state agencies if necessary ▪ Conduct a situational status and accountability report ▪ Provide support to Essential Function Teams ▪ Provide information to the public and others ▪ Acquire additional resources if needed ▪ Provide for personnel rehabilitation as needed ▪ Create an action plan for the next 12 hr. operational period (if needed)
Phase III Reconstitution Return to normal operations	30 days to 90 days or Termination of Emergency	<ul style="list-style-type: none"> ▪ Activate action plan for next operational period ▪ Perform response and recovery operations ▪ Conduct a situational status and accountability report ▪ Provide support to Essential Function Teams ▪ Provide information to the public and others ▪ Acquire additional resources if needed ▪ Provide for personnel rehabilitation as needed ▪ Create an action plan for the next 12 hr. operational period (if needed) ▪ Inform all personnel that the threat no longer exists ▪ Supervise return to normal operations ▪ Conduct after-action review within 30 days ▪ Conduct a review of COOP plan execution and effectiveness; Update COOP plan to correct deficiencies and/or incorporate best practices

Activation measures are described in detail on the following pages. *NOTE: These actions are not in chronological order and may be required throughout the emergency.*

Phase 1: Activation and Relocation

The ITD acknowledges the COOP plan should be capable of being activated under all conditions with or without warning:

- **With Warning:** It is expected that, in many cases, ITD will receive a warning of at least a few hours before an event. This normally enables the full execution of the COOP plan with a complete and orderly alert, notification, and deployment of key personnel to an assembly site or pre-identified deployment location. Notification will occur through two-way radio, email and telephonic methods using standard procedures developed by the department. Depending on the nature of the imminent event and the infrastructure affected, the director or his designee will initiate a partial or full activation and notify the essential functions team from the *Rapid Recall List*. Notification will include a concise description of the type of warning and its possible severity. Upon notification, essential function teams will report to their assigned duty stations.
- **Without Warning:** The ability to execute the COOP plan in response to an event that occurs with little or no warning will depend on the severity of the emergency, ITD's ability to perform its essential functions, and the number of personnel and resources available.
 - a. **Alert and Notification:** ITD has established specific procedures to alert and notify the ITD director and/or chief deputy, executive team, leadership team, employees and members of the essential function teams, that COOP activation is imminent.

Depending on the nature of the emergency and the facilities affected, the director or his/her designee who authorizes COOP implementation will notify the essential function teams. ITD has identified essential function teams to provide vital services, management, and technical expertise necessary to respond to and recover from an incident. A Personnel Contact List (Rapid Recall List, Appendix F) will be used to notify the essential function teams.

Notification will include a concise description of the type of incident, its severity, and the appropriate incident priority level (5-C). ITD also will notify all non-essential function personnel of their status. ITD's primary dispatch personnel will be notified of the activation and be given interim assignments.

An emergency telephone line has been created to convey information to employees about their work status during an emergency. Employees will call **(877) 281-0994** to determine where, when, or if to respond to work. Follow prompts on the emergency phone line if appropriate.

- b. **Initial Actions:** ITD has identified specific actions to be taken to terminate primary operations and activate the essential function teams, communication links, and the alternate facility/facilities. ITD has identified the vital services it needs to perform. Essential functions have been assigned to the vital service areas to maintain safety and well-being of its employees, customers, contractors, and the general public.

The director/chief deputy or their designated successor has the authority to activate the COOP. The COOP, or a portion of it, may be activated depending on the nature and severity of the threat, health hazard, or emergency. In the event of activation or partial activation of the COOP plan, essential function teams have been identified and organized according to federal NIMS/ICS guidelines (Appendix A).

Twelve-hour operational periods will be established and action plans assigned to all essential function teams involved in a response.

Depending on the initial assessment of the incident, an Emergency Operations Center (EOC) may be required.

An ITD incident commander will be designated by virtue of being the first person on scene, by the nature of the incident, or by the ranking ITD executive or senior manager.

During the first 12-hour operational period, ITD will focus on activating the resources needed to continue its essential functions and to ensure life safety, incident stabilization, and protection of environment and property, while maintaining the mobility of its infrastructure. ITD will establish or restore communications, conduct employee accountability, obtain a status report of its infrastructure, perform repairs and reconstitution of its infrastructure as needed, and support those essential functions.

Activation Procedures during Business Hours: ITD has established procedures for an efficient and complete transition of direction and control from the primary facility to the alternate facility, which includes security measures for both sites. These procedures complement the department's evacuation plans and emergency response plans. The Headquarters- and district-assigned personnel at ITD facilities will activate the emergency and evacuation plans. An assessment will be conducted to determine the type of COOP plan activation necessary. If appropriate, the COOP plan will be activated by executive and/or senior managers. After an assessment of infrastructure, an activation of the COOP for an incident outside of a facility will come from executive and/or senior managers through a phone call or other communication process and the rapid recall list will be activated. An emergency telephone line has been created to convey information to employees. During a COOP operation, employees will call **(877) 281-0994** to determine where, when, or if to report for work. Follow prompts on the emergency phone line if appropriate. ITD also will notify all non-essential function personnel of their status through a recorded message on the employee hotline. ITD's primary dispatch will be notified of the activation and be given assignments as appropriate.

- c. **Activation Procedures during Non-Business Hours:** Procedures for the notification of key staff when not at the primary site have been developed. Notification of a threat or damage to a facility or infrastructure may come from different sources depending on the location of the facility or infrastructure affected. An assessment will be conducted to determine the type of activation necessary. Notification may come from a phone or other means of communication, and the rapid recall list will be activated. After being notified of a situation needing COOP activation, the appropriate executive or senior manager will be contacted and will proceed with activation following procedures outlined in this plan. ITD also will notify all non-essential function personnel of their status. ITD's primary dispatch will be notified of the activation and be informed of their response role.

- d. **Establishment of Communication:** The ITD will establish normal lines of communication within the department, to other agencies, and to the public. Communication is a high priority to ITD, and every effort will be taken to establish and sustain communication throughout the operational periods. Continuous communication will be provided to all employees, agencies, news media, and the public regarding ITD's operational status. (Appendix F).

The ITD Communications Office will play a key role in notifying internal and external audiences of the emergency response. COOP managers will remain in contact with the Communications Office for the duration of the event.

- e. **Deployment and Departure Procedures (Time-Phased Operations):** Allowances have been made for full or partial pre-deployment of any essential functions that are critical to operations. Determination will be based on the level of threat or type of incident. The ITD incident commander may escalate or de-escalate the incident priority level as appropriate. He or she will notify the appropriate essential function team section members according to the nature and priority of the incident. ITD will perform the essential functions necessary to support its personnel, customers, contractors, and other local state and federal agencies using all equipment, materials, and procedures available. Some or all construction projects may be suspended during an emergency; some rest areas and highways may be closed or restricted to travel; and grace periods may be extended for motor vehicles services and driver's services to ensure the safety and mobility of operations to its customers.
- f. **Transition to Alternate Operations:** ITD has established minimum standards for communication, direction, and control that is to be maintained until the alternate facility is operational. Operations will continue at the regular facility as long as possible to prepare for relocation to an alternate facility. Secure the primary facility if possible. Depending on the nature of the incident and the type of personnel needed, the director or his/her designee will direct the operations needed to support the incident (Appendix C&E).
- g. **Site-Support Responsibilities:** All managers of essential functions will pre-designate an alternate facility in the event their primary facility becomes inaccessible or unusable. ITD will establish an alternate facility in as safe and secure location as possible within reasonable commuting distance. Alternative transportation may be needed to transport personnel to alternate facilities. All alternate sites must have the capability of being operational within 12 hours and able to sustain operations for up to 30 days (90 days or longer for a pandemic). Sufficient space, equipment, supplies, and logistical services will be available for essential function personnel. Communication, emergency vital records, and all operational equipment, materials, and technical support will be made available at the designated sites to support essential functions. A "go kit" will be created and have the resources to provide essential functions at the alternate facility (Appendix C, D, E & F).
- h. **Operational Hours:** During activation of the COOP plan, ITD's operating hours will be based on the severity of the incident and personnel available to support the needs of its customers. As essential functions are provided and additional services come on line, operational hours may be extended. Communication will be established to advise employees, customers, contractors, other state and federal agencies, and the public of

the temporary operational hours.

Phase 2: Additional Operational Periods and Beginning the Recovery Phase

- a. Execution of additional resources:** Employee accountability and incident status will be maintained throughout an emergency to document the availability of resources. As the situation is controlled, additional staff will be activated to provide other services and functions if necessary. As the incident stabilizes, ITD will attempt to increase its forces to perform the essential functions necessary to start the recovery process and provide additional support to its personnel, and mobility to its customers and other agencies. The essential functions that are deemed necessary in Phases 2 and 3 will be activated to enhance ITD operations and return the department to normal operations.
- b. Recovery Phase:** Planning for recovery is not a common practice. Yet, recovering from disasters continues far longer and costs considerably more than preparedness or response. ITD will look for opportunities to plan recovery activities. During the response phase, emergency repairs to highway infrastructure and buildings are made as protective measures against further damage or injury. Recovery can be classified as short-term and long-term efforts. There is no clear distinction between response and short-term recovery. Generally, the plans for recovery are made during the response phase. Recovery guidelines can be determined before an event as flexible continuity plans. Damage assessments necessary for requesting state and/or federal assistance are made during the response phase while the department responds to the needs of public for assistance. Short-term recovery grows out of the response effort. During short-term recovery, highways and buildings are repaired, and the immediate need of people is addressed. Assistance programs are implemented. Long-term recovery continues long after the disaster concludes. The most common reason for failure to obtain assistance is lack of adequate documentation. Documenting a disaster entails the collection of event details, related expenses, and resources required for recovery.
- c. Amplification of Guidance to Support the Contingency Teams:** Additional guidance will be provided to all personnel regarding the duration of alternate operations and will include pertinent information on payroll, time and attendance, duty assignments, etc. Continuous communication will be provided to all employees regarding ITD's operational status. ITD will communicate with its employees on every aspect of the incident and provide regular updates to work assignments, payroll information, and assistance. An ITD Employee Hot Line will be activated to keep employees informed of the status of their work assignments and the status of the department during a disaster. The toll-free number for employees is **(877) 281-0994**. Follow the telephone prompts as appropriate to learn of specific operational details.
- d. Development of Plans and Schedules for Reconstitution and Termination:** As soon as feasible, preparation will begin for transferring operations of communication, vital records, databases, and other activities back to the primary facility. Circumstances may dictate that a new primary facility be designated and subsequently occupied. ITD will have a reconstitution team assigned to start as soon as possible on restoration of ITD infrastructure, facilities, and operations. Call-back procedures for personnel will be established according to the progress of the reconstitution.

Phase 3: Reconstitution

- a. **Reconstitution Process:** In the reconstitution phase, operations transition back to the normal infrastructure systems and/or facilities after the emergency concludes. When the director or his/her designee determines that ITD can return to normal operations, it is the responsibility of all staff to ensure that demobilization of personnel and equipment is conducted in an orderly, safe, and cost-effective manner. Managers will contact their staff in the most efficient manner to inform them of when and where to report for duty.
- b. **After-Action Review and Remedial Action Plans:** A key element in the recovery phase is to watch for ways to reduce or limit ITD vulnerability to a repeat or similar emergency.

Managers will develop a task force to complete an After-Action Report (AAR) and have an after-action review within 30 days of incident termination to assess all phases and activities of the alternate operations and document the effectiveness of the COOP, offer suggestions for improving the process, and address any additional resource deficiencies.

F. Delegations of Authority and Orders of Succession

In the event that executive leadership, senior management or senior technical personnel are unavailable during an emergency, ITD has developed procedures to govern both orders of succession and delegations of authority.

ITD will delegate authorities for making policy determinations and other decisions, at Headquarters, field offices, satellite locations, and other organizational levels, as appropriate. It is essential to clearly establish delegations of authority, so all department personnel know who is authorized to make key decisions during COOP activation. Generally, a predetermined delegation of authority will take effect when normal channels of direction and control are disrupted and will cease when those channels are re-established (*Appendix B*).

ITD's districts and divisions are responsible for establishing, promulgating, and maintaining orders of succession to key positions within their specific areas. That order of succession is identified in specific response plans attached as annexes to this plan. Such orders of succession are essential to ITD's continuity plan to ensure that personnel know who assumes authority and responsibility if the normal leadership channel is incapacitated or becomes unavailable during an event.

Orders should be of sufficient depth to ensure the department can manage and direct its vital services throughout any emergency (*Appendix B*).

5. RESPONSIBILITIES AND PROCEDURES

A. Responsibilities

This section identifies key positions within the department and their responsibilities during COOP activation. Additional details are outlined in Appendix A, Essential Function Teams.

The following lists major responsibilities and designated officials required to implement ITD's COOP plan.

The **Director/Deputy Director/District Engineer** is responsible for:

- Activating the COOP plan
- Ensuring proper training and operation of the COOP plan
- May or may not assume the role of incident command
- Control and management of the department/district to ensure mobility

The **COOP coordinator** is responsible for:

- Establishing the COOP planning team
- Organizing COOP planning team meetings
- Assisting COOP planning team members in assignments
- Preparing, reviewing, and finalizing the COOP plan

The **ITD commander** in charge of essential function teams will:

- Establish command and initiate the Incident Command System (ICS)
- Ensure a clear line of authority and knowledge of department policy
- Protect life safety
- Stabilize the incident
- Protect property and the environment
- Determine incident objectives and strategies
- Coordinate the activities of the command and general staff

The **Public Information** essential function teams are responsible for:

- Providing the news media, the public, and other agencies with incident information using all means of communication possible, including social media
- Informing state leaders, policymakers, and state and federal partners of the event status
- Provide accurate and complete information about the incident
- Monitor internal and external information exchange
- Communicate public responses to ITD leadership to assist with decision making

The **Safety** essential function teams will:

- Monitor incident operations safety and health concerns
- Provide an ongoing assessment of hazards and recommendations
- Intervene to stop unsafe activities that threaten or compromise safety or health

The **Liaison** essential function teams serve as:

- The contact point for other agencies, organizations, and private entities involved in the emergency
- A liaison to other agencies assisting in response efforts

The **Operations** essential function teams:

- Direct and coordinate all operations and ensure operations safety
- Assist the incident commander in developing response and recovery goals and objectives
- Implement the incident action plan

- Request (or release) resources through the incident commander
- Keep the incident commander informed of situations and resource status

The **Planning** essential function teams:

- Collect and manage all incident-relevant operational data
- Supervise preparation of the incident action plan
- Determine the need for specialized resources
- Establish data-collection systems, as needed
- Compile and share incident status information

The **Logistic** essential function teams are responsible for:

- Providing facilities
- Providing internal communication
- Providing supplies
- Securing equipment and fuel

The **Finance and Administration** essential function teams:

- Manage all finances
- Monitor and report on financial costs of the incident
- Ensure all personnel payrolls are compiled and payments are made
- Ensure that compensation and claims are addressed

Recovery and Reconstitution Teams:

- Provide expertise to manage recovery and reconstitution
- Ensure safety of infrastructure and safe operations
- Prioritize repairs and organize resources
- Provide and/or contract resources for reconstitution
- Document all activities

B. Procedures

ITD has developed specialized lists of responsibilities by unit based on its organizational structure. Responsibilities are presented in checklist format for key personnel that will:

- Manage activation of the COOP plan
- Oversee implementation of emergency response procedures to ensure the safety of employees, contractors, customers, and the general public
- Activate alternate facilities and supporting communication and information technology systems
- Support legal activities on behalf of the department
- Provide public information
- Assess the condition of ITD's infrastructure
- Identify essential function activities and resource needs
- Conduct repairs and continue preventative maintenance of facilities and infrastructure
- Develop temporary operational plans
- Plan and execute recovery transition
- Oversee employee reactivation

6. ADMINISTRATION AND LOGISTICS

A. Alternate Facility

ITD recognizes that normal facility operations may be disrupted and that essential business functions may be redirected to alternate facilities.

All ITD employees need to know the location of ITD maintenance sheds in their respective district and know the locations of possible alternate facilities in the event they must relocate to one of those sites. Maintenance shed locations are listed for each district in the ITD Dispatch Manual, available on the department's internal, Emergency Program website.

Information on requirements for alternate facilities that would be capable of supporting essential business functions is included in the Appendix C. In addition, depending on the emergency conditions, ITD, through cooperative and mutual aid agreements, has access to other facilities that could support essential business functions in the event of a COOP activation.

Alternate facilities must provide:

1. Immediate capability and reliable support services to perform essential functions under various threats, including those involving weapons of mass destruction
2. Interoperable communications with all identified internal and external essential function teams, organizational, critical customers, and the public
3. The alternate facility should have sufficient space and equipment to sustain the relocating organization.
4. Since the need to relocate may occur without warning, or access to normal operating facilities may be denied, districts and divisions are encouraged to pre-position and maintain minimum essential equipment for continued operations at the alternate or shared facilities and identify in advance the contact person for keys or access codes.
5. Capability to perform essential functions as soon as possible with minimal disruption of operations, but in all cases within 12 hours of activation and have the capability of sustained operations for up to 30 days (90 days for a pandemic)
6. Consideration of the health, safety, and emotional well-being of relocated employees
7. Appropriate physical security and access controls
8. Reliable logistical support and infrastructure systems including water, food, lodging, transportation, electrical power, heating and air conditioning, etc.

Generally, ITD's preference is to use department facilities and equipment when feasible or to relocate to a single, non-ITD facility that is capable of accommodating all essential personnel. If that is not possible, essential personnel will report to the designated alternative location identified for their office or program. (See Appendix C)

ITD has identified the resource requirements necessary to relocate to the alternate facility and have vital records available to continue operations, an *Organizational Relocation Kit and Maintenance List*, located in the *Appendix E*. This list includes basic communication procedures, vital records, and operational tools required to initiate and support essential functions from an alternate site, and the responsibilities for providing specific resources and the circumstance under which this responsibility may shift.

B. Vital Records, Equipment and Systems

This section addresses the identification, protection, and availability of ITD's vital records, files, software, and databases, to include classified or sensitive data, which are necessary to perform vital services, support essential functions, and to reconstitute normal operations after the emergency ceases.

On a regular basis, program managers should update, duplicate records, databases, or back-up electronic media necessary for emergency operations.

The pre-positioning of vital records and databases, preferably in an off-site or protected location, includes the pre-positioning of resources at the alternate site, preparation and maintenance of emergency "Relocation Kits" (Appendix E), arranging for travel of key personnel to the alternate facility as well as the transfer of documents and needed communications, data processing, and other equipment to the alternate site.

When planning to relocate to alternative sites, remember that Internet, server, and "cloud" access might not be readily available. If possible, ensure that all data and programs necessary to operate from an alternative site are available in secure, portable electronic storage.

ITD has identified three types of essential records:

- Emergency operations records
- Legal and financial records
- Engineering records

Along with the equipment and systems that must be available to support performance of essential functions, ITD personnel must have access to, and be able to use, the records and systems in conducting their essential functions at the alternative site.

These are the records, equipment, and systems that will be prioritized for restoration and recovery by the state in the event that a supplier or suppliers need to be contracted (found in the Appendix D).

C. Interoperable Communication

The capability to communicate with partners and customers is critical to daily operations and is essential in a crisis. The ability of ITD to execute its essential functions

at the primary or alternate facility depends on the identification, availability, and redundancy of critical communication to its employees, its customers, other agencies, and the public.

The telecommunications resources, services, and facilities are essential to support continuity plans and programs. All districts and divisions must identify the communication requirements needed to provide essential services and functions during both routine and continuity conditions. Communication systems and technology must be interoperable, robust, and reliable. Planners must consider the resilience of their systems to operate during disasters that may include power and other infrastructure challenges.

To ensure that communication is maintained during COOP activation, ITD has identified primary and alternate modes and has preventive controls in place for each means of communication. Systems, alternate providers, and alternate modes of communication are identified in Appendix F.

D. Resource Management

Resource management objectives consistent with the overall goals and objectives for the hazards identified, risks assessed, and impact analysis for each ITD district and division should be established. Resource management responsibilities include establishing procedures to locate, acquire, store, distribute, maintain, and account for services, personnel, resources, materials, and facilities to support this program.

Resource management objective considerations:

- Planning
- Resource identification and ordering
- Categorizing resources
- Use of agreements
- Effective management of resources

Resources Management Tasks:

- Identifying acquisition procedures
- Managing information procedures
- Ordering, mobilizing, dispatching, and demobilizing protocols

The resource should be available in a timely manner and should be capable of functioning as intended. Restriction on the use of the resource should be considered, and application of the resource should not incur more liability than would failure to use the resource. The cost of the resource should not out-weight the benefit.

Resource requests or procurements will be the responsibility of the logistics officer or his/her designee.

E. Mutual Aid

The term “mutual aid agreement” includes cooperative assistance agreements, intergovernmental compacts, or other terms commonly used for sharing resources.

- Evaluate the need for mutual aid agreements among states, local agencies, and the private sector to provide resources, facilities, services, and other support.
- Mutual aid agreements should be written, reviewed by legal counsel, signed by an appropriate individual from each agency, and should define liability, funding, and cost arrangements.

ITD will assess its needs for resources, facilities, services, and other required support that may be needed during an emergency and enter into the appropriate mutual aid agreements.

F. Devolution

If a catastrophic event occurs at ITD Headquarters or a district facility and the existing succession of authority is unable to perform, the director or his/her designee may transfer direction and control for ITD activities to another district until ITD staff are capable of resuming direction and control.

Devolution planning supports overall continuity planning and addresses the full spectrum of threats and all-hazards emergency events that may render ITD leaders or staff unavailable or incapable of supporting the execution of the department's vital services from its primary or alternative location(s). ITD will develop a devolution option for continuity, to address how the department will identify and conduct its services during an increased threat or in the aftermath of an emergency.

The plan should:

- Identify prioritized essential function teams and necessary resources to be transferred to devolution site
- Include a roster that identifies fully equipped and trained personnel at the designated devolution site with the authority to perform essential functions and activities when the devolution option of COOP is activated
- Identify the "triggers" that would lead to devolution activities
- Specify how and when control of ITD operations will be transferred to the devolution site
- Establish procedures to acquire resources to support essential functions
- Reconstitution procedures to restore authority, facility, and infrastructure

G. Recovery and Reconstitution

The recovery effort is made during the response phase and can be divided into short-term and long-term efforts.

Short-term recovery is the restoration of vital services and facilities to minimum standards of operation and safety. During short-term recovery, roadways and bridges are cleared of debris, severely damaged buildings, roads, and bridges are scheduled for repair or replacement, and water, sewer, electricity, and telephone service returns to normal.

Long-term recovery may continue for a number of years, as the agency slowly returns to pre-emergency, or better, conditions. Long-term recovery may include the complete redevelopment of damaged facilities or infrastructure.

A key component of the recovery phase is to watch for ways to reduce future vulnerability or a repeat of a similar emergency.

Extensive coordination is necessary to repair major infrastructure or procure a new operating facility once it has suffered major damage or is deemed a complete loss.

The recovery action should have at least the following seven steps:

1. Gather information
2. Organize for recovery
3. Mobilize resources
4. Plan, administer, and budget
5. Regulate
6. Coordinate
7. Evaluate

Documentation

The most common reason for failure to obtain assistance is lack of adequate documentation. Documenting a disaster means providing evidence or proof of the emergency and its consequences. The documentation process should start as soon as ITD personnel arrive on scene and continue through the reconstitution phase.

Remedial action will consist of keeping records of expenditures of time, supplies, and funds for possible reimbursement. If expenditures cannot be adequately documented, reimbursement from federal sources becomes extremely difficult.

1. Take photographs or video of damages and the repair process
2. Take notes on damages and repairs
3. Clip, or capture, and file news media coverage
4. Record all expenditures

Communicate to all employees when the emergency no longer exists and provide instructions for an orderly return to, and resumption of, normal operations. Verify that all systems, communication, and other required capabilities are operational at the new or restored facility.

Reconstitution

In the reconstitution phase, operations transition back to the normal infrastructure systems and/or facilities after it safe to do so. If the primary infrastructure or facility is unrecoverable, this phase also involves rebuilding. Therefore, the reconstitution phase may continue for days, weeks, or even months, depending on the level of destruction. As soon as infrastructure or facility – whether repaired or replaced – is able to support normal operations, the services may be moved back. The reconstitution team should continue to be engaged until restoration and testing are complete.

The following major activities occur in the reconstitution phase:

- Continuous monitoring of the infrastructure or facilities' suitability for reoccupation
- Verify the site is free from impacts of the disaster and that there are no further threats
- Ensure that all services, such as electricity, gas, water, telecommunications, security, environmental controls, office equipment, and supplies, are operational
- Terminate contingency operations
- Secure, remove, and relocate all sensitive materials at the contingency site
- Arrange for operations staff to return to the primary facility

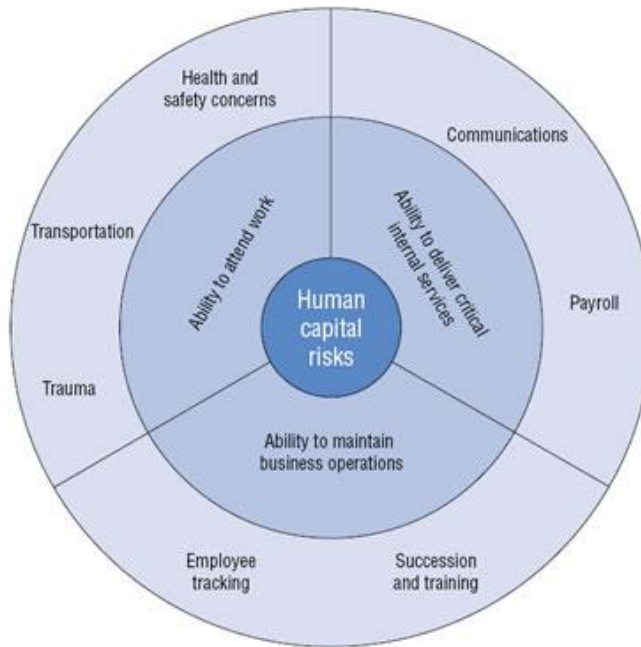
H. Human Capital

Human capital planning and readiness encompasses ITD's ability to plan, respond to, and recover from natural and human-caused hazards.

ITD should ensure that trained essential-function personnel are available for activation and that procedures are in place to communicate the activation, closure, operational, and recovery procedures to employees. Managers and employees need to understand what is expected of them during COOP activation. The department should create policies and procedures to address communicating, work scheduling, operational issues, and employee payroll.

ITD leaders acknowledge that the well-being of employees' dependents and domestic companion animals will be a paramount concern during COOP activation. Their care must be secured so employees are available to support alternate facility operations.

Employees must coordinate with their school and/or daycare providers to determine when it is appropriate to pick up their child(ren). In some cases, the parent may be able to withdraw his/her child from the facility immediately. In other cases, the parent should plan to pick up the child from a remote evacuation site. Employees must plan a prudent strategy for family protection during an event or before responding to a disaster. A family preparedness plan is available in Appendix H.



I. Testing, Training, and Exercises

COOP testing, training, and exercising are essential to assessing and improving ITD's ability to execute this plan in response to an all-hazards emergency. ITD will plan, conduct, and document periodic tests, training, and exercises to ensure the plan's viability and to identify and correct deficiencies.

The contingency plan should:

- Ensure ITD personnel are familiar with alert, notification, and deployment procedures
- Ensure personnel are trained to conduct ITD's essential functions
- Deploy personnel to alternate facilities to ensure continuation of essential functions and operations
- Ensure that communication, vital records, and other essential-function support services used to support essential functions are sufficient
- Ensure that ITD personnel understand procedures to phase out the COOP operation and transition back to normal operations. Test, training, and exercises schedules are contained in **Appendix I**.

7. COOP PLAN MAINTENANCE

ITD has developed a schedule of testing, training, and exercising that is intended to familiarize staff members with their roles and responsibilities during an emergency, ensure that systems and equipment are maintained in a constant state of readiness, and validate components of the COOP plan.

The department's schedule of tests, training, exercises, and multi-year strategy and program management plan is located in **Appendix I**.

8. COOP PLAN CERTIFICATION

To ensure that this plan is realistic and adequately provides for emergency performance of all essential functions, the COOP plan will be checked against federal and state guidelines.

GLOSSARY

ACTIVATION: When a COOP plan has been implemented whether in whole or in part, with or without notice.

ADVANCE TEAM: Group of people assigned responsibility for preparing the alternate facility for operations once the activation decision has been made.

AFTER-ACTION REPORT (AAR): A narrative that presents concerns discovered during an incident and recommendations on how they can be resolved.

ALTERNATE FACILITY: An alternate work location that provides the capability to conduct minimal essential functions until normal operations can be resumed and activities are returned to the primary facility.

CONTINGENCY STAFF/TEAM: Personnel of a department or jurisdiction who are designated to report to the alternate facility during COOP activation to ensure the department or jurisdiction is able to perform its essential functions.

CONTINUITY OF GOVERNMENT (COG): The term COG applies to measures taken by a state or local government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of the government to continue its minimum critical responsibilities in a catastrophic emergency.

CONTINUITY OF OPERATIONS PLAN (COOP): An internal effort within individual components (e.g. – executive, legislative, judicial branches) of a government to assure the ability to continue critical component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological and/or attack-related emergencies.

COOP EVENT: Any event that causes a department or jurisdiction to activate all or part of its COOP plan. It may or may not include relocation to an alternate site to assure continuance of essential functions.

COOP RESPONSE AND RECOVERY TEAM: Individuals, identified by position, within a state department or local jurisdiction that are responsible for ensuring that essential functions are performed in an emergency and taking action to facilitate that performance, and to initiate planning necessary for the resumption of non-emergency operations at a primary facility.

CRITICAL CUSTOMERS: Organizations or individuals for which a state department or local jurisdiction performs mission-essential functions.

CRITICAL FUNCTIONS: (Essential Functions), See Essential Functions.

CRITICAL OPERATIONS: Operations or activities, stated or implied, that are required by statute or executive order or are otherwise deemed necessary.

CRITICAL COOP PERSONNEL: Staff of a department or jurisdiction who are needed for conducting the organization's essential functions.

DELEGATED AUTHORITY: An official mandate calling on an individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.

DEVOLUTION: The transfer of statutory authority and responsibility for essential functions from a department's or jurisdiction's primary staff to other employees and facilities, and sustaining that operational capability for an extended period of time.

EMERGENCY: A sudden, usually unexpected event that does or could harm/damage people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the primary site to a new operating location.

EMERGENCY OPERATIONS RECORDS: Records that support the execution of the organization's essential functions.

EMERGENCY OPERATIONS CENTER (EOC): A coordination center managed by a state or federal agency that includes representatives of agencies or organizations responsible for responding to an emergency. The EOC creates a single point for coordinating emergency responses and services.

ESSENTIAL FUNCTIONS: Functions, stated or implied, that state departments and local jurisdictions are required to perform by statute, regulation or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial and economic base in an emergency.

INCIDENT ACTION PLAN (IAP): An oral or written plan that contains general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It also may include attachments, appendices, or resource lists that provide direction and important information for management of an incident during one or more operational periods.

INCIDENT COMMAND SYSTEM (ICS): A standardized on-scene emergency management process specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a combination of facilities, equipment, personnel, procedures, and communication operating with a common organizational structure, designed to aid in the management of resources during incidents.

INCIDENT COMMANDER (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and releasing of resources. The incident commander has overall authority and responsibility for conducting incident operations and for the management of all incident management operations.

INTEROPERABLE COMMUNICATION: Alternate communication that provides the ability to perform minimal essential functions, in conjunction with other agencies, until normal

operations can be resumed.

LEGAL AND FINANCIAL RECORDS: Records necessary to protect the legal and financial rights of government agencies and the people affected by those actions.

LOGISTICS SECTION: The section responsible for providing facilities, services, and material support of an incident.

MANAGEMENT PLAN: An operational guide that ensures the implementation, maintenance, and continued viability of the COOP plan.

MISSION-CRITICAL FUNCTIONS: See Critical Functions.

MITIGATION: Any sustained action to reduce or eliminate the long-term risk to life and property from an emergency or disaster.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS): A system mandated by Homeland Security Presidential Directive No. 5 (HSPD-5) that provides for a consistent national approach for federal, state, local, and tribal governments; the private-sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

NON-CRITICAL PERSONNEL: Staff of a department or jurisdiction who are not required for the performance of an organization's essential functions.

OPERATIONS SECTION: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and groups.

ORDERS OF SUCCESSION: Provisions for the assumption of senior department and jurisdictional offices and other positions held by critical COOP personnel when the original holder of those responsibilities and/or authorities is unable or unavailable to execute their duties.

PLAN MAINTENANCE: Steps taken to ensure the plan is reviewed regularly and updated whenever major changes occur.

PLANNING SECTION: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains information on current and anticipated event status and resources assigned to an incident.

PRIMARY FACILITY: The site of normal, day-to-day operations; the location where employees usually work.

RECONSTITUTION: The resumption of non-emergency operations at a primary facility following emergency operations at an alternate facility.

RELOCATION KIT: An easily transported set of materials, technology, and vital records required to establish and maintain minimum critical operations. Also referred to as a go-kit, fly-away kit, or drive-away kit.

SITUATION REPORT (SITREP): A written, formatted report that provides an overview of response activities during a designated reporting period, often a 12- or 24-hour period. The report is critical to continuity during shift changes.

VITAL RECORDS: Electronic and written documents, references, and records that support essential functions during a COOP event, to recover full operations following an emergency, and to protect the legal rights and interests of citizens and government. The two basic categories of vital records are emergency operating records (e.g. plans and directives, orders of succession, delegation of authorities, and staffing assignments) and rights and interests records.

VITAL EQUIPMENT AND SYSTEMS: Equipment and systems needed to support essential functions during a COOP event.

GENERAL PLAN APPENDICES

	Page	
Appendix A	Essential Function Teams & Essential Functions	36-52
Appendix B	Delegation of Authority and Orders of Succession	53-56
Appendix C	Alternate Facilities	57, 58
Appendix D	Vital Records	59, 60
Appendix E	Organizational Relocation Kit Contents	61
Appendix F	Communication	62, 63
Appendix G	Hazard and Vulnerability Assessment	64, 65
Appendix H	Family Preparedness	66, 67
Appendix I	Testing, Training, Exercise, and Maintenance	68, 69
Appendix J	Enterprise Technology and Continuity Plan	70
Appendix K	Influenza Epidemic and Pandemic Preparedness Plan	71-77
Appendix L	Terrorism Security Advisory	78, 79
Appendix M	Recovery and Reconstitution Teams	80, 81
Appendix N	List of Alternative/Relocation Sites	82

(District, division, and selected section appendices are in a separate tab)

Appendix A

Essential Functions Teams and Essential Functions

When confronted by events that disrupt normal operations, ITD will continue to provide essential services, even under challenging circumstances. ITD has identified essential activities that ensure the safety and security of the transportation system, its users, employees, and emergency responders, and that supports the restoration of internal operations, and facilitates emergency operations.

Essential Functions:

- Organizational functions and activities that must be continued under all circumstances. (mandated by law)
- Functions that enable ITD to maintain the safety and well-being of the general populace or sustain the state's industrial and economic base
- ITD has developed the capacity to direct, control, and coordinate response and recovery operations, which include working within the National Incident Management System (NIMS).

Upon notification of an imminent threat, the designated essential function teams will respond to their assigned duty stations.

ITD INCIDENT COMMAND (IC) EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Provide for the safety of employees, responders, victims, and the public, while ensuring incident stabilization and protection of the environment and property	0-12 hours	High
Conduct situation analysis that includes a damage assessment and the identification of resources needed to support response and recovery operations	0-12 hours	High
Establish an incident command post; Consider activation of an Emergency Operations Center	0-12 hours	High
Ensure adequate interoperable communications	0-12 hours	High
Establish an accountability of ITD personnel and resources	0-12 hours	High
Determine objectives and strategies for response and recovery operations and coordinate those activities	0-12 hours	High
Establish level of organization needed, monitor operation effectiveness	Beginning to end	High
Establish an Incident Action Plan to achieve incident objectives and priorities	0-12 hours	High
Establish workforce rehabilitation measures (food, water, and rest)	0-12 hours	High
Provision for managing critical incident stress for ITD employees	Duration	High
Ensure after-action reports are completed	End	Low

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

SAFETY EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Ensure complete evacuation, if required; assist in directing workers to alternate facility(ies)	0-12 hours	High
Identify and assess worker health and safety hazards present at the incident site and in the environment	0-12 hours	High
Assess the resources needed to protect workers and identify the sources available to meet those needs	0-12 hours	High
Provide or obtain technical expertise as needed in industrial hygiene, occupational safety and health, engineering, radiation safety, biological and chemical agent response, and occupational medicine	6-12 hours	High
Manage the creation and implementation of a site-specific health and safety plan	6-12 hours	High
Monitor and manage worker safety and health hazards through on-site identification, evaluation, analysis, and mitigation, including personal exposure monitoring as needed	0-12 hours	High
Assist with developing, implementing, and monitoring the personal protective equipment (PPE) program, including the selection, use, and decontamination procedures	0-12 hours	High
Coordinate the collection and management of exposure and accident/injury data; use data later to identify trends and facilitate improvements in future responses	1 week	Medium
Coordinate and provide incident-specific response and recovery worker training	1 week	Medium
Assist with the development and distribution of educational materials on preventing and mitigating hazards at alternate sites and when returning to the primary site	30 days	Medium
Provide and monitor rehabilitation (food, water, rest) to workers during the incident	0-12 hours	High
Preventing influenza and infectious disease at the worksite through hygiene protocols, education	On going	
Work with Human Resources to establish a family preparedness program	On going	

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

PUBLIC INFORMATION EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Coordinate incident protocol with the Idaho Bureau of Homeland Security	Within first two hours	High
Apprise/update governor’s office and staff on the emergency status	Within first two hours	High
Participate in forming Joint Information Center (JIC), if applicable)	Within first 12 hours	High
Assist in gathering incident reports from emergency responders	As available	High
Establish/coordinate communication process with local news media	Within first 12 hours	High
Apprise ITD administrators on the emergency status	As available	High
Assist with dissemination of information from responding agencies to the public	First two - six hours	High
Assist with coordination of ITD internal resources, such as personnel and equipment	First 12 hours	Medium
Monitor social media and news sites/broadcasts to determine public perception of the emergency; correct information as necessary; report to management	Ongoing	Medium
Provide status updates to other agencies, non-governmental agencies and public groups as necessary	Ongoing	Medium
Assist the news media with access to the emergency site, if appropriate	Ongoing	Medium

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

LIAISON EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Serve as the Incident Command contact for representatives of assisting agencies assigned to the incident	0-12 hours	High
Assist in establishing and coordinating interagency contacts, and maintain a list of assisting agencies and corresponding agency representative	0-12 hours	High

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____

OPERATIONS EMERGENCY FUNCTION TEAM

Responsible for all operations directly applicable to the primary mission of the response. Procedures, including life safety, incident stabilization, environmental and property conservation, shall be established and implemented for response to, and recovery from, the consequences of hazards identified by ITD Headquarters, districts and the state of Idaho.

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

MAINTENANCE EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Provide the best safety and mobility possible to customers during an incident	Beginning to End	High
Establish priority clearance routes to ensure emergency travel for first responders to access the affected areas, to hospitals and temporary treatment facilities, morgues, central food, water supply depots and IC, governor, ITD director designated routes	0-12 hours	High
During alert status, teams will have the appropriate personnel, equipment, and materials on hand and ready for activation	0-12 hours	High
Essential function teams will perform emergency maintenance and/or preventive work to move traffic and products	0-12 hours	High
Perform debris removal of roadway system and infrastructure	0-12 hours	High
Maintain communication updates of all activities during activation to incident command, the ITD director, non-governmental agencies, and other agencies as appropriate	Beginning to end	High

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

**BUILDING AND INFRASTRUCTURE RECONSTITUTION / REPAIR
EMERGENCY FUNCTION TEAM**

Responsibilities	Time Frame	Priority
Provide expertise to manage reconstitution	12 hours-30 days	Med
Patrol affected areas to assess damage to buildings and infrastructure	0-12 hours	High
Ensure safety of infrastructure and operations before use	0-12 hours	High
Prioritize repairs and organize resources	12 hours-30 days	Medium
Secure and make temporary or permanent repairs to damaged infrastructure and buildings as soon as it is safe to do so	12 hours-30 days	Medium
Coordinate repairs with private contractors	12 hours-30 days	Medium
Assist local agencies with repairs	12hours-30days	Medium
Document all repair costs and submit to finance section	30-60 days	Low

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

TRAFFIC SERVICES EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Establish and maintain traffic control as needed	0-12 hours	High
Prepare and perform road closures, detours, and evacuations	0-1 2hours	High
Conduct only emergency traffic maintenance and/or preventive work to move traffic and products	0-12 hours	High
Patrol affected areas to provide real-time traffic and weather information	0-12 hours	High
Maintain and test stationary, portable DMS and light trailers	Prior to end	Medium
Operate under the Manual on Uniform Traffic Control Devices (MUTCD) and the Emergency Traffic Control Plan	Beginning to End	Medium
Maintain communication updates of all activities during activation	Beginning to End	High

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____

DMV, POE & PERMITS EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Inform stakeholders of issues, impacts, procedures, and estimated time of full operational period	0-6 hours	High
Manually record and issue permits manually for single trip/over-legal loads	0-6 hours	High
Coordinate with ITD Bridge Section for over-legal vehicle routes	0-6 hours	High
Collect fees for point-of-sales (cash receipting system)	2 days	High
Establish a 30- 60-day grace period for licenses, registrations, and endorsements during emergency period	30-60 days	Medium - Low
Manually record applications and issue temporary permits	30-60 days	Medium - Low
Waive or issue special permits for transporting emergency supplies and equipment into affected areas	30 days	Medium

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____

DISPATCH EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
ITD should be prepared to dispatch crews if the State Communications Center (State Comm) becomes overwhelmed with emergency calls	Beginning to end	High
Establish and maintain a list of trained ITD Dispatch personnel	Prior-end	Medium
Provide alternate power and equipment to sustain communications	Prior	High
Establish and maintain communication to essential function teams, other agencies and the public	Beginning to end	High
Identify and account for ITD personnel engaged in activities, then provide that information to Planning Emergency Function Team	Beginning to end	High

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____

PLANNING EMERGENCY FUNCTION TEAM

Responsible for resources, collecting information, evaluating tactical information related to the incident.

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

RESOURCE PLANNING EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Establish and maintain a list of ITD personnel that have been cross-trained to provide traffic control, operate heavy equipment, and those with a commercial driver’s license to operate CDL-required equipment	Prior	Med
Identification and accounting of ITD personnel engaged in staging activities not assigned a duty or not on shift, and with ITD personnel affected, displaced, or injured during the disaster/emergency	Beginning to end	High
Deployment and demobilization, relocation of resources, or facilities, and ensure protection of facilities	Beginning to end	Medium
Determine need for any specialized resources needed to support incident operations	Beginning to end	Medium

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

SITUATION PLANNING EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Collection and evaluation of all operational data related to the safe travel of ITD customers and/or emergency personnel	0-12 hours	High
Preparation and documentation of the Incident Action Plan	0-12hours	High
Provide periodic forecasts and/or incident status information on incident potential	0-12 hours	High
If an avalanche occurs on Idaho Highway 21 between the Grand Jean Junction and Banner Summit, it is essential to know how many vehicles have entered the avalanche zone and when they entered/exited, to account for any trapped or buried victims	0-12 hours	High

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

LOGISTICS EMERGENCY FUNCTION TEAM

Responsible for providing services, supplies, support, and facilities, for the incident.

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

DIVISION OF AERONAUTICS ESSENTIAL FUNCTION TEAM

Responsibilities	Time Frame	Priority
Provide emergency air transportation for state needs	0-12 hours	High
Assist in maintaining the usability of all NPIAS airports in the state. Those airports are designated by the Federal Aviation Administration as part of the National Program of Integrated Airport System airports. They are considered the most important air fields in the state	12 hours 1 week	Medium
Maintain capability to coordinate searches for downed or missing aircraft	0-12 hours	High

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____

SUPPLY SERVICES/FACILITY SUPPORT EF TEAM

Responsibilities	Time Frame	Priority
Establish logistical capability and procedures to locate, acquire, store, distribute, maintain, and account for services, materials, and facilities procured or donated to support the program	0-12 hours	High
Assist in acquiring an alternate facility that is capable of supporting continuity, response, and recovery operations	0-12 HOURS	High
Provide a regular risk analysis of current alternate operating facilities	12 hours 30 days	Medium
Have shelter, food, and emergency supplies on hand for essential function teams at affected and/or alternate facilities	0-12 hours	High

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

MECHANIC/SHOP SERVICES EF TEAM

Responsibilities	Time Frame	Priority
Mobility for on-call mechanics	0-12 hours	High
Perform only the emergency repairs and/or preventive maintenance (oil changes, lube) necessary on equipment	Beginning to end	High
Monthly checks of emergency generators and power supplies, including monitoring fuel for generators	Ongoing	Medium

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

**COMMUNICATIONS AND ENTERPRISE TECHNOLOGY
PERSONNEL SERVICE EMERGENCY FUNCTION TEAM**

Responsibilities	Time Frame	Priority
Electricity to network/server room	12 hours	High
Core network (network to servers and WAN)	12hours	High
Network with State Controller's Office	12hours	Med
Network to CMFONI	12hours	Low
E-mail	3 days	High
Service Desk (Dispatch)	3 days	High
Telephones	3 days	High
Network to desktop and laptop computers	1 week	High
Databases	1 week	Medium
File servers	1 week	Medium
Desktop and laptop computer repair	2 weeks	Medium
Network connectivity to districts and counties	60 days	Medium
Direct communication with all employees	0-12 hours	High
Communication with ITD customers, other agencies	0-12 hours	High
Maintain weigh-in-motion systems	1 week	Medium
Maintain land-mobile radio systems	0-12 hours	High
Maintain microwave services		
Administer the 511 traveler information system/DMS	0-12 hours	High

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

HEADQUARTERS BRIDGE SUPPORT EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Inspect impacted bridges and assess damage and repair	0-12 hours	High
Create contracts for emergency relief work	1 week	Medium
Provide engineering design and construction support	2 weeks	Medium
Collaborate and coordinate with contractors and designers on response solutions	Ongoing	High

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

RIGHTS OF WAY SUPPORT EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Provide support and services for emergency design contracts	1 month	Low
Make payments for acquisition of land	1 week	Medium
Legal support for land issues	2 weeks	Medium

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

ROADWAY DESIGN SUPPORT EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Contact contractors, consultants, create contracts to repair damaged buildings and infrastructure	0-12 hours	High
Provide subject matter experts to inspect and assess damage to roadways	0-12 hours	High
Perform contractual duties related to roadway design functions	1 week -2 months	Low

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

CONSTRUCTION SUPPORT EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Maintain TAMS software to provide payment to contactors	1 week	Medium
Approve and execute change orders as appropriate	1 week	Medium
Provide needed support to Operations personnel	0-1 month	Medium

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

ENVIRONMENTAL SERVICE EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Support districts in environmental monitoring and tracking for the “consent decree”	1 week	Medium
Provide support as necessary to Design and Bridge sections regarding environmental approval and issues for emergency construction plan sets	2 weeks	Medium
Document impacts of the event on environment; track mitigation efforts	Ongoing	Medium

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

MATERIALS SERVICE EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Provide personnel to support emergency roadway inspection efforts	0-12 hours	High
Support construction efforts to inspect and accept materials at disaster location(s)	1 month	Low
Acquire and establish mobile testing labs as needed	2 weeks	Medium

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

MOBILITY SERVICES EMERGENCY FUNCTION TEAM

Responsibilities	Time Frame	Priority
Maintain and update 511 Travelers Service website	0-12 hours	High
Provide traffic signals, signs, and control support	1 week	Medium
Provide support for fuel system management	1 week	Medium
Provide subject matter experts as needed	1 week	Medium

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

FINANCIAL AND ADMINISTRATION SERVICES EF TEAM

Responsible for all financial cost analysis and human resource aspects of the incident

Responsibilities	Time Frame	Priority
Provide for maximum flexibility to expeditiously request, receive, manage, and apply funds during an emergency	12 hours - 30 days	Medium
Operate payroll management procedures during and after an incident	12 hours - 30 days	Medium
Accounting system to track and document incident costs	12 hours - 30 days	Medium

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____
_____	_____

HUMAN RESOURCES/CIVIL RIGHTS EF TEAM

Responsibilities	Time Frame	Priority
Implement a process to communicate the department’s operating status to all employees to contact and account for all staff in the event of an emergency through the employee emergency hotline (1-877-281-0994), ITD website, alternate communication methods, direct contacts	0-12 hours	High
Implement a process to communicate human resources guidance for emergencies to managers and staff through payroll and personnel actions, staffing, benefits, labor relations	13 hours-week	Medium
Implement an alternative procedure to normal workforce policy and procedure by payroll and personnel actions, staffing, benefits, labor relations, and records management	13 hours-1 week	Medium
Ensure critical incident stress-reducing measures for ITD employees and families, plus other support as needed	12 hours - 30 days	Medium
Activate and maintain the ITD employee Hot Line	0-12 hours	High
Help with employee insurance and injury reports related to the emergency response	Ongoing	Medium
Assess training needs, develop and implement training educational curriculum to support this plan	Ongoing	Low
Exercises should be designed to test the COOP and identify deficiencies in the plan an correct them	Ongoing	Low

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

Team members:

_____	_____
_____	_____
_____	_____

ESSENTIAL FUNCTIONS BACKUP PERSONNEL

Trained personnel held in reserve to assist in performing the essential functions to maintain ITD operations. This table can be used to build on to establish backup personnel.

Responsibilities	Skills	Backup Personnel
Truck drivers	Commercial driver’s license, snow removal	
Equipment operators	Operate ITD equipment safely and efficiently	
Dispatchers	Perform efficient dispatching	
Traffic control personnel	Perform effective traffic control, patrol affected areas to observe dangers or assist motorists	
Service mechanics	Preventive maintenance on trucks and equipment	

Note: Team members will be assigned upon COOP activation, depending on the nature, complexity, and duration of the event.

APPENDIX B

Delegation of Authority and Order of Succession

The following identifies, by position, the authorities for making policy determinations and decisions at Headquarters, field levels, and essential function leadership staffing. Generally, the pre-determined delegations of authority will take effect when special skills are required and normal channels of direction are disrupted. The order of succession process terminates when normal channels have resumed. The delegations may be used to address specific competency requirements for one or more essential functions that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of the executive and leadership teams are not available during the early hours of an emergency. The director, chief deputy or their successor may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties depending on the nature of the emergency and the individual’s skills and experience.

Essential function staff leadership positions will be trained, qualified personnel that can assume those roles.

Detailed plans for continuity of the delegation of authority and Orders of Succession are included in district and division continuity plans listed in a separate tab.

The following table shows special delegation of authority and orders of succession in the ITD District Engineers and Division Administrators sections:

Current Position Title	Responsibility	Successors	Successors Authority
ITD Director	Control and manage ITD responsibilities	<ol style="list-style-type: none"> 1. Chief Deputy 2. Chief Operations Officer 3. Chief Administrative Officer 4. Chief Human Resources Officer 	Full authority for all successors
Aeronautics Administrator	Coordinate emergency response	<ol style="list-style-type: none"> 1. Safety & Education Coordinator 2. Airport Planning & Development Manager 3. Flight Operations Director 	Full authority for all successors
District 1 District Engineer	Control and manage District 1 responsibilities	<ol style="list-style-type: none"> 1. Engineer Manager 2. Operations Manager 3. D-2 District Engineer 	Full authority for all successors

District 2 District Engineer	Control and manage District 2 responsibilities	<ol style="list-style-type: none"> 1. Engineer Manager 2. Operations Manager 3. District Traffic Engineer 4. TSEA-Maintenance 5. Administration Manager 6. D-1 District Engineer 	Full authority for all successors
District 3 District Engineer	Control and manage District 3 responsibilities	<ol style="list-style-type: none"> 1. Engineer Manager 2. Engineer Manager 3. Operations Manager 4. District Business Manager 	Full authority for all successors
District 4 District Engineer	Control and manage District 4 responsibilities	<ol style="list-style-type: none"> 1. Engineer Manager 2. Operations Manager 3. Design Engineer 4. Twin Falls Residency Engineer Manager 5. Shoshone Residency Engineer Manager 6. D-5 District Engineer 	<p>Full authority Successors 2, 3, 4, 5, Limited to COOP issues</p> <p>Full authority</p>
District 5 District Engineer	Control and manage District 5 responsibilities	<ol style="list-style-type: none"> 1. Engineer Manager 2. Residency A Engineer Manager 3. Operations Manager 	Full authority
District 6 District Engineer	Control and manage District 6 responsibilities	<ol style="list-style-type: none"> 1. Engineer Manager 2. Project Development Engineer 3. Construction Engineer Residency A 4. Construction Engineer Residency B 	Full authority for all successors

Chief Human Resource Officer	Operational authority for managing division and successors; Coordinate human resource responses during an emergency Ensure protection of and access to employee records during COOP activation	1. Human Resource Program Manager (Personnel Administration) 2. Human Resource Unit Supervisors (3) as identified on Page 184	1. Full decision-making over all program areas 2-4. Authority delegated for operation of division and Human Resource Emergency Functions identified on Page 52
Chief Operations Officer	Oversee and responsible for highways in all six of ITD's geographic regions, the Office of Highway Operations and Safety, Highway Development, and Operations	1. Chief Engineer 2. Division Administrator of Engineering Products and Plans (DEPP) 3. Division Administrator of Engineering Services	Full authority (all successors)
Division of Engineering Products and Plans	The Division of Engineering Products and Plans assists the Districts in delivering projects via land purchase, bridge construction and maintenance, laboratory analysis and fleet services. The Division also manages the statewide transportation safety program.	1. Mobility Services Manager 2. State Bridge Engineer 3. ITD Chemist	Full authority delegated (all successors)
Division of Engineering Services	<ul style="list-style-type: none"> • Assist districts, LHTAC, Locals in preparing and then processing obligation agreements for needed emergency projects • Reevaluate the materials certification process (risk vs. supply) and possibly suspend ITD materials testing for up to one season. • Provide expertise on damage/repair assessment needed to make highway system operational. • Support Districts or HQ in communication of field issues to resource agencies. Post incident, to support environmental documentation and approvals. 	1. Contract Services Manager	Full authority delegated (all successors)
DMV Administrator	Oversee and direct statewide driver services, motor carrier registration, vehicle services	1. Division Business Manager 2. Vehicle Services	Full authority

	program activities, and port-of-entry (POE) activities	<ul style="list-style-type: none"> 3. Driver Services Manager 4. Commercial Vehicle Services Manager 5. Ports of Entry Manager 6. Automated Systems Manager 	
Chief Administrative Officer	Oversee all functions for the Division of Administration	<ul style="list-style-type: none"> 1. Financial Executive Officer / Controller 2. Business and Support Management Manager 3. Enterprise Technology Manager 	Full Full Financial approvals
Communications Manager/Public Information Officer	Coordinate gathering and dissemination of disaster information; liaison between field personnel, ITD administration, Idaho Executive branch, coordinate release of information to the news media, other agencies, and the public	<ul style="list-style-type: none"> 1. Lead communications specialist 2. District 3 communication specialist 3. General communication specialist 4. District 4 or 6 communications specialist 	<p>Full authority for #1 and #2</p> <p>Limited/coordinated authority for # 3 and #4</p>

APPENDIX C

Alternate Facilities

Qualified personnel will assess the damaged facility(ies) as quickly as it is safe to do so. After such assessment one of the following options will be implemented:

- Begin an orderly return of the ITD facility/building and resume operations with available resources
- Initiate the process to salvage, restore, and/or recover the facility and its contents subject to the provisions enacted by local authorities
- Continue to provide vital services in an alternate facility in an alternate location, within commuting distance if possible

All division and district executive managers of vital services must identify alternative locations in the event their primary facility becomes unusable. The alternative site should be within commuting distance and ideally will be another ITD facility. This will enable essential services to be restored more quickly. Another alternate facility may include an ITD mobile lab that can be set up at any location necessary until a more permanent location can be established.

When identifying an alternative location, divisions and districts personnel need to ensure there is:

- The capability to perform vital services within 12 hours and for up to 30 days (up to 90 days for a pandemic)
- Sufficient space, equipment, supplies, and emergency electricity
- A site vulnerability assessment will be conducted to provide for the health, safety, security, and emotional well-being of staff
- Adequate communication infrastructure
- Adequate computer equipment, software, and network capability
- Logistical support, lodging, and transportation
- A procedure to address the needs of employees with disabilities as required by ADA
- Include a map and driving directions to alternate facility
- Mail service by the U.S. Postal Service, local and national courier services, and ITD mail operations

In using the alternative sites, the managers should consider multiple shifts and telecommuting (working from home) as options.

ITD's primary alternative locations are (in order of priority):

1. Idaho State University Health Center (MOU pending)
2. ITD Aeronautics Facility
3. Idaho Bureau of Homeland Security at Gowen Field or the IBHS satellite Emergency Operations Center in Wilder, Idaho (MOU pending)

Detailed plans for continuity of operations at alternate facilities are included with the district and division continuity plans.

Unless alternate facilities have been designated and/or predetermined, the following criteria should be considered:

- Alternate facilities for all ITD maintenance and traffic facilities will be the closest unaffected maintenance stations
- Alternate fueling facilities will consist of the closest active ITD fueling site or commercial fueling stations or other prearranged service providers
- Alternate facilities for ITD repair shops will be the closest unaffected maintenance facility or other prearranged service provider

See Appendix N for a master list of Alternative / Relocation Sites.

APPENDIX D

Vital Records

Another critical element of a viable continuity plan and program includes the identification, protection, availability, and the recovery of electronic and paper documents, references, records, information systems and data management software, and equipment (including sensitive data) needed to support vital services during an emergency.

ITD personnel must have access to and be able to use those records and systems to perform vital services and to assure a return to normal department operations. To ensure performance of vital services, districts and divisions will pre-position and regularly update duplicate Emergency Operating Records.

Three categories of records must be reviewed and prioritized, then transferred (either by paper or electronic media) to an alternate location:

1. **Emergency operations records.** Critical records, regardless of media, essential to the continued functioning or reconstitution of ITD during and after an emergency.

Included are emergency plans and directives; orders of succession; delegations of authority; staffing assignments; and related records of a policy or procedural nature that provide ITD staff with guidance and information necessary for conducting operations during any emergency, and for resuming normal operations at its conclusion.

2. **Legal and financial records.** Critical records, regardless of media, critical to the organization's essential legal and financial functions and activities, and protecting the legal and financial rights of individuals directly affected by its activities. Included are records having such value that their loss would significantly impair essential department functions, to the detriment of the legal or financial rights or entitlements of the organization or of the affected individuals

Examples of such critical records include accounts receivable, contracting and acquisition files, personnel files, Social Security, payroll, retirement, and insurance records; and property management and inventory records.

3. **Engineering documents:** As-built and Standard Drawings documents to assist in the repair of damaged transportation infrastructure.

Detailed plans for continuity of vital records are included in district and division continuity plans located in a separate tab.

APPENDIX E
Organizational Relocation Kit Contents

Detailed plans for organizational Relocation (Go Kit) contents are included in district and division continuity plans located in a separate tab.

APPENDIX F

Communication

Districts and divisions must use technology to perform vital services and functions as an essential part of daily operations, using voice, data, and video solutions as appropriate. Communication and business systems, including hardware and software for continuity operations, should mirror those used in daily business functions to assist continuity leadership and staff in creating a seamless transition to emergency operations.

Communication is a critical component of ITD's COOP capability. Systems must support connectivity to internal organizations, other agencies, critical customers, and the public. To ensure communication during COOP events, ITD has identified primary and alternate modes of communication, and preventive controls for each means of communication, including alternative electricity generation.

ITD interoperable communication options include:

Communication Mode	Current Provider	Alternate Provider	#1 Alternate Communication	#2 Alternate Communication
511 System	Castle Rock / Iowa Department of Transportation			
Amateur Radio				
Cellular phones	Verizon			
Data Network	ETS ITD			
Phone System	Cisco			
Electrical Power	Idaho Power	Generators		
Email System	Outlook in the Microsoft Cloud			
Emergency notifications	Alert Sense			
Employee Hotline	(877) 281-0994			
Fax Lines	Cisco Hardwire / Xmedius Software			
GETS Emergency Access Card Program	Idaho Bureau of Homeland Security			
Intranet	Syringa			
Internet	Idaho Department of Administration			
Satellite Phones (2)	Gem State Communications			
Wireless Data Points	Cisco			
Wireless Radio System				

Personnel Contact List

The list should contain the business, home, and cell numbers for each individual and any other means of communication (e-mail, two-way radios) in the event that phone lines become inoperable. Management personnel will be responsible for maintaining the list and communicating to their staff.

Rapid Recall List (call-down)

These procedures require use of a call-down list, a list of individuals to be notified of the situation at specified times following COOP activation.

a) The call-down list represents a widening network of management and key technical people. Such a procedure ensures that key decision-makers will become aware of the situation so they can make timely, informed decisions.

b) As an emergency escalates, the procedure must trigger calls to the disaster recovery/business resumption team, ITD leaders, customers, contractors, suppliers, and the public.

ITD will establish a central contact facility for the news media. It will develop procedures to gather, monitor, disseminate, and respond to requests for pre-disaster, disaster, and post-disaster information, including procedures for providing information to internal and external audiences, and respond to their inquiries. Communication for special needs and foreign-speaking populations must be provided.

ITD will provide information to its employees on the status of the incident and give regular updates regarding work assignments, payroll, and assistance.

Communication capabilities at its main and alternate facilities must be tested regularly to ensure they will function during an emergency.

APPENDIX G

Hazard and Vulnerability Assessment

Transportation operations can be interrupted by human-caused or natural events, including severe weather, fires, power outages, telecommunication failures, workplace violence, and terrorist attacks. The following table lists the most common hazards and risks that could disrupt transportation operations. “Hazard” is the event; “risk” is the likelihood of occurrence, and “vulnerability” is the degree or severity of impact. Hazards and vulnerabilities are designated according to their likelihood of occurring: low, medium, or high.

Possible Hazards	Likelihood	Vulnerability	Threat
Tornado	Low	Not likely, but has 4 per year avg.	Medium
High winds	Medium	Weather conditions are favorable	Medium
Heavy rain/hail/lightening	Medium	55 severe thunderstorms a year avg.	Medium
Flood	Medium	Boise River runs close to Headquarters	Medium
Hazmat Incident	Medium	State St runs next to Headquarters	Medium
Radiological Incident	Low	Hazardous materials travel our system	Low
Facility fire	Low	Accidental or intentionally caused	Medium
Power failure	Medium	Likely during storms or human error	Medium
Winter storm and Blizzards	Low	Weather conditions are favorable	Medium
Ice storm	Low	Weather conditions are favorable	Medium
Airplane crash	Low	Headquarters is in some flight paths to airport	Low
Water supply contamination	Low	The potential is there to occur	Low
Earthquake	Medium	There are fault lines in parts of Idaho	Medium
Flash flood	Low	With heavy rains in low lying areas	Low
Volcano	Low	Has happened in Washington, can happen again	Low
Drought	Medium	Weather conditions are favorable	Low
Highway crash	Medium	State Street and arterials next to Headquarters	Low
Dam failure	Medium	Lucky Peak Reservoir up stream of Headquarters	High
Wildfire	Low	May not affect Headquarters except for smoke	Low
Avalanche/Landslide	Low	May not affect Headquarters	Low
Civil disorder/terrorist event	Low	More domestic then international threat	Medium
Theft and/or vandalism	Low	Has happened at facilities and to Headquarters.	Low
Work place violence	Low	Has the potential to occur	Medium
Natural occurring epidemics	Medium	Has happened and potential to reoccur	Medium
Train derailment	Low	May not affect Headquarters	Low
ITD Infrastructure failure	Low	Dependent on age and maintenance	Low

State Strategic Bridge List

Following is the cursory list of strategic bridges in Idaho, based on extensive detour lengths and bridges that would be difficult to replace on an emergency basis because of long spans over water. Failure of these assets could have a significant impact on mobility and the economy.

Goff Bridge – US-95	Rose Lake SH-3
Veteran’s Memorial Bridge I-90	Spokane River Bridge US-95
Sandpoint Bridge-US-95	Oldtown Bridge US-2
Moyie River Bridge US-2	Kamiah Bridge US-12
Rainbow Bridge SH-55	Mores Creek Bridge SH-21
Bonner’s Ferry US-95	Salmon River Bridges (3) SH-75
Perrine Bridge US-93	Twin Bridges I-84
Mores Creek Bridge SH-21	

(For more detail, contact the state bridge engineer)

ITD’s major vulnerabilities are:

- Major and/or key highway infrastructures and facilities
- Timely road closures and detour routing limits
- Long-term, 24-hour operations

ITD’s risks are:

- Equipment failure
- Communication failure
- Personnel failure
- Damage or loss of ITD facilities or buildings

ITD Potential Hazards

The following hazards represent all perceived hazards and the responsibilities that may require ITD involvement.

Natural emergencies and disasters:

- Forest and range fires
- Floods

Detailed plans for continuity of hazards and vulnerability are included in district and division continuity sections located in a separate tab.

Critical Assets

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
Interstate grade separation structures and river bridges	Various	High. Easily sabotaged, vulnerable to earthquakes.	
River bridges on mountain highway routes	Various	High. Easily sabotaged, vulnerable to earthquakes.	
ITD data storage	Headquarters and off-site location	Medium. Not easily accessed by the public. May be vulnerable to cyber-attack	
ITD fuel stations	Various. Most Maintenance facilities have fuel islands	Medium. Individually easily sabotaged but we have quite a few	Generators are located at various sites with fuel, in case of power failure
ITD heavy equipment	Varies, every district and many maintenance sheds	Low. Widely dispersed	Yes. Could rent some equipment if available
ITD-owned airstrips and aircraft	Locations throughout the state	Damage, destruction by human-caused and natural disasters	

ITD General Emergency Responsibilities

Air transport and search and rescue	Airport maintenance and repairs	Alternate facilities
Assist Idaho State Police operations	Communication	Data security
Driver's License Records	Financial operations	Hazmat Response (Awareness Level)
Network connectivity	Over-size commercial vehicle permits	Records preservation
Road Maintenance and Repairs	Safety of Employees and Their Families	Supply Acquisition, Distribution
Traffic control and mobility	Traffic Incident Management	Vehicle Registrations and Permits

APPENDIX H

Family Preparedness

When a disaster or emergency strikes, especially to an Idaho highway system, ITD employees are called upon to serve citizens. Knowing in advance that families are prepared and have the necessities to withstand an emergency will help ITD employees better respond to emergencies.

Preparation requires that every ITD employee and his/her family have a workable, realistic, and effective home emergency management plan. As in any emergency, state employees will be concerned with personal safety and the welfare of their families. ITD recommends that employees follow these guidelines for family preparedness:

- **Stay healthy.** Eat a balanced diet and exercise regularly.
- **Make good hygiene a habit.** Wash hands frequently with soap and water. Cover your mouth and nose with a tissue when you cough or sneeze; don't use your hands.
- **Stay at home if you are sick**
- **Planning.** Develop a family emergency plan that contains important telephone numbers (including out-of-area contacts), family assembly areas, and other useful information.
- **Food storage.** Store enough non-perishable food for your family for 72 to 96 hours (two weeks for pandemic) and provide for an alternate means of cooking. Remember food and water for your domestic pets.
- **Water storage.** Plan to store a 72- to 96-hour (two weeks for pandemic) supply of drinking water for each household member. Store in plastic containers designed for such purpose at least one gallon of water per person, per day; replace every six months.
- **Heating and lighting.** Develop an alternate means of heating and lighting. Consider safely using wood stoves, propane or kerosene heaters, lanterns or oil lamps. Contact local fire departments for proper use and ventilation requirements. Have flashlights and extra batteries available.
- **Medical care.** Purchase a good first aid kit and know how to use it. Include special needs in your planning and don't forget prescription medications, supplies, and equipment.
- **Communication.** Have a battery-operated radio tuned to an Emergency Alert System station for your area. Be sure to plug in a corded phone, because cordless phones do not work without electricity. Do not assume your cell phone will function.
- **Individual comfort.** Gather warm winter outerwear, sturdy shoes, rain gear, gloves, thermal underwear, extra blankets and sleeping bags. Be prepared to relocate your family and pets with little notice.
- **Sanitation.** Provide for the safe disposal of human waste.
- **Finances.** Plan to have extra cash on hand. Automatic Teller Machines (ATMs) and other credit/debit processing machines require electricity that might not be available during an emergency.
- **Home care.** Know how to prevent frozen pipes, especially if your heating source is interrupted. Know where your main water, electricity, and gas shut-offs are located and how to operate them.
- **Transportation.** Plan to keep automobile gas tanks as full as possible. Always work off the "top half" of the tank.
- **Important documents.** Gather photocopies or originals of important documents (i.e. marriage licenses, birth certificates, insurance policies, deeds, car titles, school transcripts, creditor information, etc.) and store them in a safe place.

- **Adopt-a-neighbor.** If there are persons in your neighborhood who are elderly, disabled, or need your help include them in your preparedness plan. Consider consolidating your resources.
- **Most important:** Have a personal/family emergency plan, remain calm and anticipate needs.

APPENDIX I

Testing, Training, Exercise, and Maintenance

a. Training, Testing, and Exercises

Managers are responsible for ensuring that new employees receive training on the COOP plan and that ongoing training and review is provided in conjunction with other emergency response training.

Activity	Tasks	Frequency
New employee orientation of the COOP	Make new ITD employees aware of the COOP plan	Within 30 days of appointment
Monitor, maintain, and verifying equipment at alternate sites	Monitor volume/age of materials and assist users with cycling/removing files	As provided in the individual schedules
Orient new policy officials and senior management	Brief officials on COOP; Brief each official on his/her responsibilities under the COOP	Within 30 days of appointment.
Plan and conduct exercises	Conduct internal exercises; Conduct joint exercises with local, regional, and/or state agencies; Support and participate in interagency exercises	Semi-annually Annually Annually or as needed

The COOP is constantly evolving and reflects changes that occur at ITD, the technological changes, and new and evolving threats. Program managers must continually assess personnel and procedures under their responsibility to determine if additional actions can be taken to enhance the level of preparedness. All department programs have a role in the delivery of vital services.

b. COOP Maintenance

It is important that ITD maintains a viable, updated COOP plan. Managers must review and update the COOP and its supporting documents; train existing and newly hired/appointed personnel; and test the COOP capability through internal, local, regional, and state exercises. Involve outside stakeholders and partners in training and exercises as appropriate.

Activity	Tasks	Frequency
Plan update and certification	<ul style="list-style-type: none"> • Review entire plan for accuracy • Incorporate lessons learned and changes in policy and philosophy • Manage distribution of plan updates 	Annually
Maintain and update Orders of Succession and Delegation of Authority	<ul style="list-style-type: none"> • Obtain names of current incumbents and designated successors • Update Delegation of Authorities 	Reviewed as staff changes occur
Checklists	<ul style="list-style-type: none"> • Update and revise checklists • Ensure annual update/validation 	As needed, at a minimum, annually
Appoint new members of the COOP Team	<ul style="list-style-type: none"> • Qualifications determined by COOP Leaders • Issue appointment letter and schedule member for orientation 	Reviewed as staff changes occur
Maintain alternate work site readiness	<ul style="list-style-type: none"> • Check all systems • Verify access codes and systems • Cycle supplies and equipment as needed 	Quarterly
Review and update supporting Memoranda of Understanding/Agreements	<ul style="list-style-type: none"> • Review for currency and new needs • Incorporate changes, if required • Obtain signature renewing agreement or confirming validity 	Annually

APPENDIX J

Enterprise Technology Services and the Continuity Plan

OVERVIEW

To maintain information technology continuity, Enterprise Technology Services (ETS) has developed this specific plan as part of the COOP:

1. Scope. ITD has developed technology continuity plans for voice telecommunications, data telecommunications, video telecommunications, and computer services. ETS continuity plans will be integrated with the continuity plans of other state agencies and commercial entities, providing computer or telecommunications services, including off-site data storage and recovery services.
2. Maintain and update ETS continuity plans annually. ETS continuity plans will be updated at least annually and following any significant change to computing or telecommunications environments.
3. Test ETS Continuity plans annually. ITD will test ETS continuity plans at least once a year.

Any deficiencies revealed by the test will be corrected in a timely manner. The type and extent of testing will depend on:

- The critical nature of functions being tested
 - Cost of executing the test plan
 - Budget
 - Complexity of information system and components
4. Train ETS employees to execute the recovery plans. Training will consist of:
 - Making employees aware of the need for ETS continuity plans
 - Informing all employees of the existence of the plan and providing procedures to follow in the event of an emergency
 - Training all personnel with responsibilities identified in the plan to perform the ETS continuity procedures
 - Providing the opportunity for recovery teams to practice response and recovery skills

APPENDIX K

Influenza Epidemic and Pandemic Preparedness

Background

Unlike influenza epidemics, which occur seasonally, influenza pandemics occur when there is a major change in the structure of a strain of influenza virus leaving most (or all) of the world's population susceptible to infection. These major changes emerge by at least two mechanisms: genetic recombination and adaptive mutation. At some point, the world may be faced with another pandemic caused by a strain of influenza virus that spreads rapidly and causes extraordinarily high rates of illness and death. It could become more prevalent than virtually any other natural health threat. Because novel influenza viruses have the potential to spread rapidly, create high levels of absenteeism in the workforce, and quickly jeopardize essential services, including transportation, throughout affected regions.

Influenza viruses

There are many subtypes of Type A influenza viruses. These subtypes differ because of changes in proteins on the surface of the Influenza A virus. There are 16 known HA subtypes and nine (9) known NA subtypes of Influenza A viruses. Many combinations of HA and NA proteins are possible. It is likely that some genetic forms of current human Influenza A viruses originated from birds. Influenza A viruses are constantly changing, and they might adapt over time to infect and spread among humans.

Human infection with avian and swine influenza viruses

During an outbreak of avian influenza among poultry, there is a risk to people who have contact with infected birds or surfaces that have been contaminated with secretions or excretions from infected birds.

Symptoms of avian influenza in humans range from typical human influenza-like symptoms such as fever, cough, sore throat, and muscle aches, to eye infections, pneumonia, severe respiratory diseases (such as acute respiratory distress), and other severe and life-threatening complications. The symptoms of avian influenza may depend on which virus caused the infection.

H1N1 virus originally was referred to as "swine flu" because laboratory testing showed that many of the genes were very similar to influenza viruses that normally occur in pigs (swine) in North America. But further study shows this new virus is different from the virus common to North American pigs. Novel H1N1 is a new influenza virus that affects humans. It was first detected in people in the United States in April 2009. This virus spreads from person-to-person worldwide, probably in much the same way that regular seasonal influenza viruses spread.

The symptoms of H1N1 in people are similar to the symptoms of regular human flu and include fever, cough, sore throat, body aches, headache, chills, and fatigue. Some people have reported diarrhea and vomiting associated with H1N1. In the past, severe illness (pneumonia and respiratory failure) and deaths have been reported with swine flu in people. Like seasonal flu, H1N1 may cause a worsening of underlying chronic medical conditions. The most severely ill people are more likely to be diagnosed and reported, while milder cases go unreported.

Ebola

Previously known as Ebola hemorrhagic fever, Ebola is a rare and deadly disease caused by infection with one of the Ebola virus strains. Ebola can cause disease in humans and nonhuman primates (monkeys, gorillas, and chimpanzees).

Ebola viruses are found in several African countries. They were discovered in 1976 near the Ebola River in what is now the Democratic Republic of the Congo. Since then, outbreaks have appeared sporadically in Africa. In 2014, cases escalated throughout the region and infected workers treating the disease. An estimated 7,700 deaths were recorded in Africa in 2014.

The natural reservoir host of Ebola virus remains unknown. However, on the basis of evidence and the nature of similar viruses, researchers believe the virus is animal-borne and that bats are the most likely reservoir. Four of the five virus strains occur in an animal host native to Africa.

Patients with EVD generally have abrupt onset of fever and symptoms typically 8 to 12 days after exposure (incubation period for current outbreak has a mean of approximately 9 to 11 days). Initial signs and symptoms are nonspecific and may include elevated body temperature or subjective fever, chills, myalgia, and malaise. Because of these nonspecific symptoms, particularly early in the course, EVD often can be confused with other more common infectious diseases such as malaria, typhoid fever, meningococemia, and other bacterial infections (e.g., pneumonia).

Patients can progress from the initial non-specific symptoms after about five days to develop gastrointestinal symptoms such as severe watery diarrhea, nausea, vomiting, and abdominal pain. Other symptoms such as chest pain, shortness of breath, headache or confusion, also may develop. No FDA-approved vaccine or medicine (e.g., antiviral drug) is available for Ebola. Symptoms of Ebola and complications are treated as they appear. Experimental vaccines and treatments for Ebola are being developed, but they have not yet been fully tested for safety or effectiveness.

Recovery from Ebola depends on good supportive care and the patient's immune response. People who recover from Ebola infection develop antibodies that last for at least 10 years, possibly longer. It is not known if people who recover are immune for life or if they can become infected with a different species of Ebola. Some people who have recovered from Ebola have developed long-term complications, such as joint and vision problems.

If Ebola spreads to Idaho, ITD likely would be involved in the response to ensure the safe transport of contaminated waste or treatment materials. Depending on the potential level of exposure, ITD transport personnel would be required to wear personal protective equipment (PPE) as a barrier against direct contact.

ITD's COOP plan incorporates awareness, protective measures, and procedures to avoid contact with infected Ebola patients. Since symptoms of the disease closely resemble that of the common flu, ITD employees and their families are encouraged to receive annual flu shots.

Pandemic Preparedness

Objective

Ensure the delivery of ITD vital services to the citizens of Idaho before, during, and after a pandemic.

Goals

ITD goals:

- Provide adequate staffing to ITD services identified as vital throughout the pandemic period
- Make ITD resources available statewide to respond to localized issues
- Use technology to allow staff to communicate with each other and for remote access

Procedures

This plan has specific recommendations regardless the type of influenza outbreak for the affected counties or ITD districts.

World Health Organization (WHO) Phases

1 Inter-Pandemic Period	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.
2 Inter-Pandemic Period	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza subtype poses a substantial risk to humans.
3 Pandemic Alert Period	Human infection(s) with a new subtype, but no human-to-human spread, or, at most, rare instances of spread to a close contact.
4 Pandemic Alert Period	Small cluster(s) with limited human-to-human spread is highly localized, suggests that the virus is not well adapted to humans.
5 Pandemic Alert Period	Larger clusters(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not be fully transmissible (substantial pandemic risk).
6 Pandemic Period	Pandemic phase increased and substantial transmission in general population.

ITD Specific Actions by Phase According to the Idaho Department and Welfare

ITD will remain in contact with the Idaho Department of Health and Welfare and the health districts in each county regarding the status of an influenza outbreak. ITD will determine its involvement based on the declared phase and will seek activation approval by department leaders.

The Centers for Disease Control (CDC) CDC recommends that people with influenza-like illness remain at home until at least 24 hours **after** they are free of fever (100° F or higher), or signs of a fever without the use of fever-reducing medications

Phase 1 - Influenza virus subtype in animals only (risk to humans low)

- a. **Objective:** Continue normal ITD activities
- b. **Action Plan:** Maintain good hygiene procedures

Phase 2 - Influenza virus subtype in animals only (risk to humans substantial)

- a. **Objective:** Continue normal ITD activities
- b. **Action Plan:** Maintain good hygiene procedures

Phase 3 - Human infection through close contact only

- a. *Objective:* Prepare for pandemic
- b. *Action Plan*
 - 1. Identify areas being affected nationally, regionally, and locally
 - 2. Start education of potential risks to employees and their families, and recommendations for the best hygienic practices in the workplace and at home

Phase 4 – Limited human to human spread

Flu found in small clusters, less than 25 cases lasting less than two weeks

- a. *Objective:* Contain the virus or delay its spread
- b. *Action Plan*
 - 1. Continue Phase III practices
 - 2. Gather information and protocols from agencies such as Idaho Department of Health and Welfare as situations change
 - 3. Continue training of employees on best workplace and home hygiene practices
 - 4. Encourage ITD employees to limit contact with others outside of work (other than family)
 - 5. Encourage employees to stay at home if flu-like symptoms develop
 - 6. Make available disinfectant solutions and wipes, gloves, and masks for employees
 - 7. Ask all suppliers of services, materials, and contractors to supply a copy of their plans for business continuity in a pandemic, or other disaster

Phase 5 – Localized human-to-human spread

Evidence of significant human-to-human transmission; large clusters, 25 percent to 50 percent of a crew or section over two-four weeks.

- a. *Objective:* Maximum efforts to protect employees from contracting the illness
- b. *Action Plan*
 - 1. Continue Phase III and IV actions
 - 2. Restrict travel to infected areas unless it is an essential function or mission critical. .
 - 3. Encourage ITD employees to have plans for child care in case of school or daycare closures
 - 4. Institute the practice of wiping all surfaces in ITD offices and vehicles with each shift change using recommended disinfectants appropriate for flu viruses. (See Appendix, Surface Wipe-down Procedure)
 - 5. Establish working relationships with local health departments, Idaho State Department of Health and Welfare (IDHW) and other organizations for sharing of data, procedures, and protocols
 - 6. Consider training alternate employees as backups to assume essential functions
 - 7. Make a contact list of retired or past employees who could return to work if situations warrant
 - 8. Encourage employees to have a family preparedness plan and provisions for up to two weeks

Note: It is assumed in Phase 5 or 6, that local public health officers or the governor will take actions that could result in school closures, limit gatherings, and curtailment of some transportation modes. It also is possible that procedures outlined in the plan will have the weight of the law.

Phase 6 – Flu at pandemic level

Flu widespread in general population; efficient and sustained human-to human-transmission

- a. *Objective*

1. Keep the ITD vital services and essential functions functioning.
2. Obtain accurate information
- a. *Action Plan*
 1. Continue with Phase III, IV, and V actions
 2. Discourage employees from personally interacting with other staff as much as possible during scheduled work day
 3. Be prepared for closure of ITD non-essential services. (On order of the governor or ITD director)
 4. Consider having only essential employees at workplace; others stay home
 5. Consider impacts of the Pandemic on transportation infrastructure
 6. Maintain communication with IDHW, local health providers, first responders, and area hospitals
 7. Begin planning to return to normal operations

Surface Wipe-down Procedure

Overview

Viruses are known to survive on non-porous surface, such as steel and plastic, for 24 to 48 hours after inoculation and from cloth, paper, and tissues for 8 to 12 hours. Viable virus can be transferred from non-porous surfaces to hands for 24 hours and from tissues to hands for 15 minutes.

Frequency

Surfaces to be disinfected should be cleaned with each shift change or at all employee changes for shared work stations or vehicles.

Procedure

Potentially contaminated surfaces should be cleaned with an appropriate disinfectant by the person starting the shift. The person cleaning should consider wearing gloves and a mask when cleaning. ITD offices should provide disinfectant wipes for use on surfaces that can become contaminated.

Surfaces to disinfect

Any object or surface that is touched or potentially coughed on, in and around the workplace or in vehicles or heavy equipment. Allow personal keyboard and computer mouse to be stored at employees' work station a private and clean space.

Disinfectants

Make disinfectant hand cleaner available at all work stations, break rooms, and in common areas.

- Commercial disinfectants obtained through ITD supply centers
- Household disinfectants labeled for use against bacteria and viruses
- Environmental Protection Agency (EPA)-registered hospital disinfectants
- Mix and use one-quarter (1/4) cup chlorine bleach with one (1) gallon of cool water.
- Leave wet for 10 minutes and rinse

Hand-washing technique

Proper hand washing may be the most effective way to prevent the spread of infection. Hands should be washed thoroughly and properly at the beginning and end of each shift.

1. Remove all debris from hands and arms
2. Rinse hands under cool running water and apply antimicrobial soap, lather well
3. There is a 15-second minimum washing time for hands and fingers

4. Work soap around fingers and fingernails. Do not use a scrub brush, because it could cause abrasions and hasten the spread of infection
5. Rinse thoroughly with cool running water (hot water opens pores and dilates capillaries).
6. Dry hands with paper towels and use the towel to turn off the faucet
7. Cover cuts and abrasions with bandages until fully healed
8. If hands are not visibly soiled or sticky, they may be sanitized with an alcohol-based hand rub.

APPENDIX L

Terrorism Security Advisory

Homeland Security Presidential Directive 3 creates a system to inform all levels of government and local authority, as well as the public, about the current risk of terrorist acts.

Directors of state agencies are responsible for developing their own protective measures and other antiterrorism or self-protection and continuity plans, and resourcing, rehearsing, documenting, and maintaining those plans. Likewise, they retain the authority to respond, as necessary, to risks, threats, incidents, or events at facilities within the specific jurisdiction of their department or agency, and, as authorized by law. They will be responsible for taking all appropriate steps to reduce the vulnerability of their personnel and facilities to terrorist attacks.

There are two threat levels recognized by the National Terrorism Advisory System (NTAS): Conditions identified by a description. From lowest to highest, the levels are:

- **Imminent Threat Alert** warns of a credible, specific, and impending threat against the United States
- **Elevated Threat Alert** warns of a credible threat against the United States

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

The alerts will include a clear statement that there is an **imminent threat** or elevated **threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses, and governments can take to help prevent, mitigate, or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to people through both official and media channels.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

Terrorism Information

Terrorism information and intelligence is based on the collection, analysis and reporting of a range of sources and methods. While intelligence may indicate that a threat is credible, specific details

may not be known. As such, Americans should continue to stay informed and vigilant throughout the duration of an NTAS Alert.

Each alert provides information to the public about the threat, including, if available, the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat; protective actions being taken by authorities, and steps that individuals and communities can take to protect themselves and their families, and help prevent, mitigate or respond to the threat.

Citizens should report suspicious activity to their local law enforcement authorities. The “If You See Something, Say Something™” campaign across the U.S. encourages all citizens to be vigilant for indicators of potential terrorist activity, and to follow NTAS Alerts for information about threats in specific places or for individuals exhibiting certain types of suspicious activity. Visit www.dhs.gov/ifyouseesomethingsaysomething to learn more about the campaign.

APPENDIX M

Recovery and Reconstitution Teams

Recovery and Reconstitution Team Process

Extensive coordination is necessary for ITD to restore its facilities or infrastructure, or to establish long-term alternate routes after a disaster. Within the first 12 hours of an emergency, or when the incident has stabilized and is safe to perform these duties, ITD should initiate and coordinate operations to salvage, restore, reroute, and recover facilities and infrastructure.

The notification procedure defines the primary measures taken as soon as a disruption or emergency has been detected or identified as imminent. Notification can take place by telephone, e-mail, or cell phone.

A general notification technique is a call-down list. That notification list should document primary and alternate contact methods and include procedures to be followed if an individual cannot be contacted.

Notification information may contain the following:

- Nature of the emergency that has occurred or is imminent
- Loss of life or injuries
- Damage estimates
- Response and recovery details
- Where and when to assemble for briefing or further response instructions
- Where and when to report for work (call the ITD Emergency Hotline, **(877) 281-0994**, for instructions)
- Instructions to prepare for relocation for estimated time period
- Instructions to complete notifications using the call-down list (if applicable)

The **damage assessment and disaster recovery teams** control and direct the facilities and infrastructure recovery process to restore operations to ITD's facilities and infrastructure. They are responsible for:

- Notification procedures
- Preliminary and detailed damage assessment functions
- Written recommendation to the Recovery Management Team on the condition of facilities and infrastructure in the event of a disaster
- Disaster recovery activation planning
- Repairs, rerouting, of damaged facilities, and infrastructure

A **recovery management team** is composed of senior management. It controls and directs the COOP recovery process. Functions include:

- Contacting additional team members
- Controlling the recovery process
- Managing the damage assessment and recovery teams as they rebuild
- Disbursing funds as needed
- Working with contractors, suppliers, and shippers. Making general management-related business decisions
- Assuring operations continue and servicing constituents
- Provide safe conditions for ITD employees and/or contractors

The **reconstruction teams** are composed of individuals knowledgeable about facilities, infrastructure, and hardware. Functions of the teams include:

- Working directly with general contractors, sub-contractors, facilities, maintenance, bridge, and construction teams
- Coordinating rebuilding or relocation of facilities and infrastructure
- Ensuring any equipment needed to support ITD is ordered and installed
- Ensuring all environmental support systems are available before reconstitution
- Working with communications and IT providers

The **reconstitution manager** coordinates and oversees the reconstitution process and develops a reconstitution action plan. The reconstitution manager will put together a reconstitution team consisting of individuals whose expertise will be needed for permanent repairs to ITD's facilities and infrastructure. This team assists in carrying out many of the responsibilities identified below:

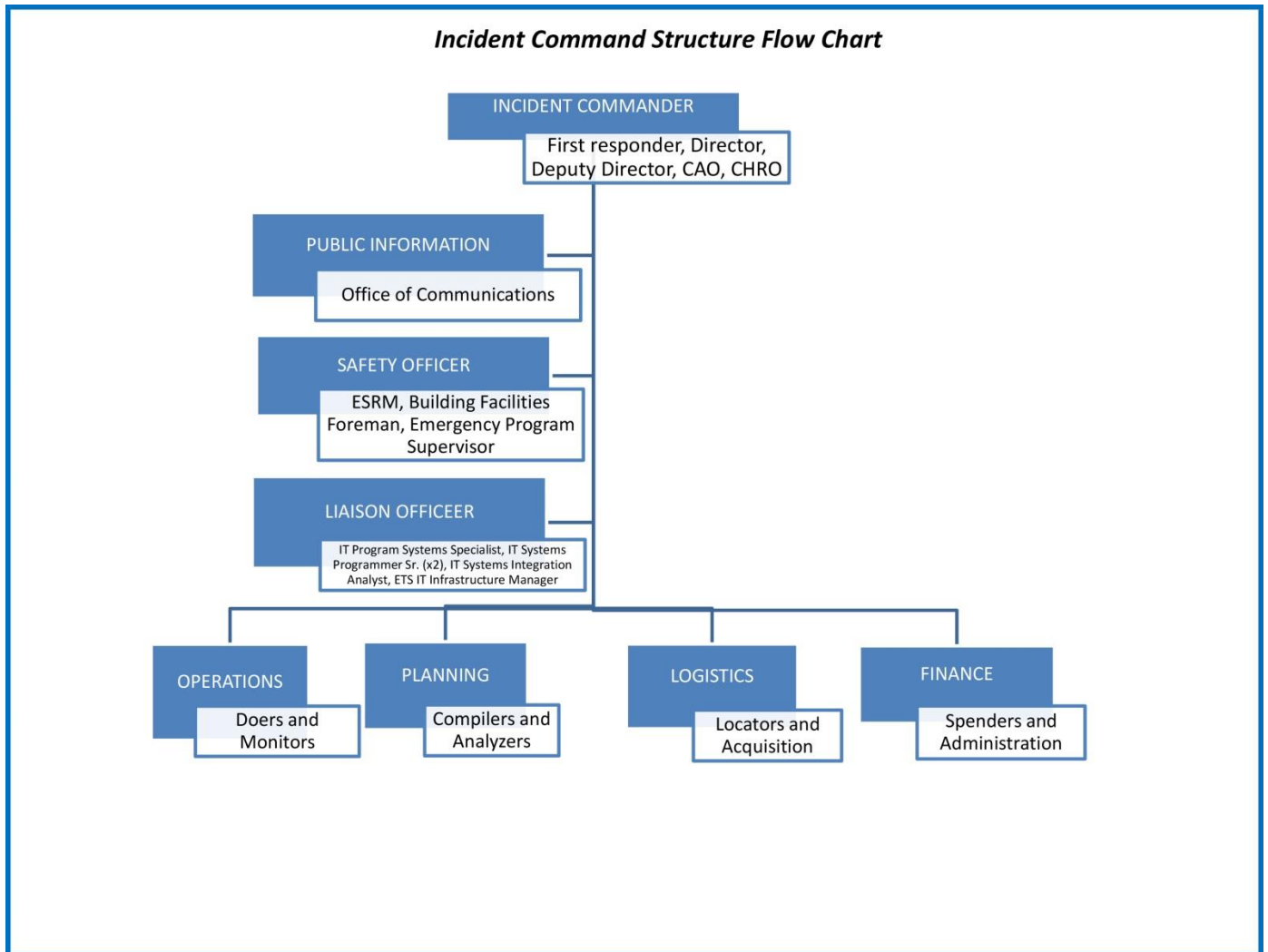
- Form a reconstitution and recovery team
- Develop a time-phased plan, listing functions and projects in order of priority for resuming normal operations
- Develop space allocation and facility requirements
- Coordinate with appropriate organizations to obtain office space for reconstitution if the facility is not habitable
- Ensure the facility is structurally safe and that it meets all local occupancy regulations
- Establish alternate routing around affected area
- Start permanent repairs of infrastructure and coordinate with contractors
- Develop procedures, as necessary, for restructuring the staff
- Provide for the safe operations of ITD employees and/or contractors

The **ITD reconstitution and recovery teams** may include the appropriate Headquarters and district and personnel from:

- Bridge
- Facilities management
- Maintenance
- Traffic
- Construction
- Design
- Enterprise Technology Services
- Human Resources
- Safety
- Supply
- Business and financial management

APPENDIX N

Emergencies at ITD Facilities



– General Information –

If an event interrupts normal business operations or threatens the well-being or safety of employees at ITD facilities:

- ⇒ Report life-threatening conditions to 9-9-1-1. After requesting emergency services, immediately notify the ITD Director’s office: (208) 334-8820 or 7-8820 from ITD offices.
 - ⇒ Establish a point of contact with the emergency responder/agency – usually the Incident Commander – who will provide information and issue instructions.
 - ⇒ Establish a single point of contact within the ITD facility. At **Headquarters** that contact normally will be the Director or one of the executives in the following order of succession:
 1. Chief Deputy
 2. Chief Operations Officer
 3. Chief Administrative Officer
 4. Chief Human Resources Officer
 5. Other appointed administrative leader

At **district offices**, the primary contact will be the District Engineer, or one of the following in order of succession:

1. District Operations Manager
2. District Engineering Manager
3. District Business Manager

- ⇒ If the ITD facility is not useable or employees must report to an alternative work site, activate the ITD Employee Hotline, (877) 281-0944. Provide instructions on who should report for duty, when they should report, and where they should report. **Update information anytime conditions change.**
 - ⇒ Activate the cell phone call feature for automatic calls or text alerts with instructions on how to proceed.
 - ⇒ Notify employees by instant text messages, e-mail, and cell phone calls using an independent, third-party emergency messaging source (i.e. Alert Sense)
- ⇒ If a “Shelter in Place” order is necessary, all employees must remain in their office or at their desk. There are no exceptions. (See instructions for specific events/threats.)
- ⇒ As soon as possible, determine how many employees or other individuals are sheltering in the building; record their name and location and give it to the ITD leader in charge.
- ⇒ An **After Incident Review (AIR)** is required for all emergency events at ITD facilities.

– Emergency Communications –

RESPONSE: Administration, Office of Communications

- ⇒ Only approved messages may be issued to employees during and after the event. That includes e-mail, telephone messages, text messages, social media messages and photographs.
 - ⇒ No unauthorized information may be provided to the news media, including e-mail, telephone messages, text messages, social media messages and photographs from employees without prior administrative approval.
- ⇒ If logistically possible, only the **Public Relations Manager** or his/her designee from the Communications Office is authorized to speak to the news media.
 - ⇒ General messages should be approved by the ITD executive/administrator in charge. Avoid speculation, information that could compromise an investigation, or publically identifying ITD employees involved in the incident.
 - ⇒ If the event results in the death or serious injury of an ITD employee or individual at an ITD facility, he/she may not be publicly identified until family members are notified. The Chief Human Resource Officer or his/her designee is responsible for the family notification. See guide information on “Death or Serious Injuries”).
- ⇒ An “all-clear” or “return-to-work” order will be issued only by the Incident Commander and must be coordinated with the ITD executive or administrator in charge. That should be communicated to employees through e-mail and/or cell phones and announced on the ITD Employee Hotline.
- ⇒ Displaced employees should regularly monitor e-mail and text messages and call the Emergency Hotline to obtain the latest incident information. Your immediate supervisor also should be able to provide instructions.

– Facility Evacuations –

RISK FACTOR: Low-Medium

RESPONSE: Administration, Employee Safety Building Services

- ⇒ The facility alarm system will be activated when it is necessary to evacuate due to an emergency or for required fire drills. (Areas without a mechanical alarm will use voice communication)
- ⇒ Employees will report to the designated meeting zone. Employees will be counted by the section monitor to ensure all occupants safely evacuated the building. Do not congregate near gas pumps. All sections shall assign personnel to check their area for disabled individuals.
- ⇒ All occupants in the building will leave using the closest exit to their location. Elevators will not be used for evacuations. Disabled employees/visitors shall go to the nearest stair landing; it may be necessary for other employees to assist them. An employee will stay at the stairway with disabled occupants while another employee goes to the public information counter in the lobby to inform fire department personnel of their location. If the lobby is inaccessible, use the nearest exit and inform fire department personnel at their outside location.
- ⇒ All lights will be turned off, and the last person to exit the section area will shut the doors to the offices. This will help responders ensure everyone has safely evacuated.
- ⇒ The building and operations personnel and employee safety manager at HQ will check the building and will notify employees when they may return. District personnel assigned by the district engineers will perform this check at district facilities.
- ⇒ Special situations such as a hostile confrontation, hostage attempt, or Shelter-in-Place situations, or a hazardous spill or gas release will entail specific communication from management or facilities staff. The normal evacuation alarm should not be used and employees will be directed to a safe location in these instances.

General evacuation procedure

- ⇒ If safe to do so, secure vital records and shut down electrical equipment
- ⇒ Proceed to your predetermined exit or alternate exit if necessary. Shut all doors as you leave.
- ⇒ The section monitor or designated person is responsible for ensuring that all staff and visitors evacuate the area.
- ⇒ Assist disabled individuals to the head of the stairway if on the second or third floor and notify emergency responders of their location.
- ⇒ Proceed quietly and orderly to exit the building. Remove high-heeled shoes to avoid tripping.
- ⇒ Do not use elevators.
- ⇒ Do not open doors if they are hot or if smoke is present.
- ⇒ Once outside, assemble at a designated area and stay there – your supervisor needs to have an accurate record of all evacuated individuals.

Evacuation of persons with disabilities:

It is likely that evacuations will involve disabled individuals. The following information will help ensure their safe evacuation.

Involve the affected individual in the process. They are experts on their own disabilities and how to best move them out of a building. Make sure he/she understands what is happening and what procedure must be followed for safety. Many disabled individuals are vulnerable to respiratory complications; remove them from smoke or fumes immediately.

Evacuations of persons with mobility impairments:

- ⇒ Individuals with mobility impairments may or may not use wheelchairs. Those individuals having mobility impairments that can ambulate to varying degrees will need to be located in an area of refuge and evacuated by fire department or specially trained responders. Ask the affected person for instructions. Always consult wheelchair users about:
 - ⇒ The number of people needed for assistance.
 - ⇒ Whether they use special equipment (catheter, leg bags, braces, oxygen, prosthetics, etc.)

Note: *Contact the facility manager if a wheelchair is needed.*

Evacuation of visually impaired persons:

Although most blind or visually impaired persons will be familiar with their immediate work area, it is necessary to:

- ⇒ Explain the nature of the emergency
- ⇒ Offer to guide him/her. As you walk, explain your destination, where you are, any obstacles, the direction you are going, the number of steps, etc.

Evacuation of deaf, hearing-impaired, or speech-impaired persons:

Communication varies with individuals who are deaf, hard-of-hearing, or speech impaired. They might not hear audible alarms. It is important that everyone understands what is happening and how and where to proceed.

- ⇒ To gain attention, turn the lights on and off, tap the individual's shoulder, wave your hands, etc. Indicate through gestures or in writing what is happening and what to do. Use short, concise words such as "Fire," "Go out the door to the right and down..." "Leave now."
- ⇒ Remember to face the individual so he/she can read your lips or understand your gestures.

Incident-Specific Procedures

— ACTIVE SHOOTER, WORKPLACE VIOLENCE —

RISK FACTOR: Low

RESPONSE: Emergency Responders, Administration, Employee Safety, Building Services

Workplace violence and active shooter incidents can occur at any time and in many forms. To be prepared for internal or external threats:

- ⇒ Be aware of your environment and any possible dangers.
- ⇒ Know where the two closest exits are in your office or workplace and other areas you routinely visit.
- ⇒ Call 9-9-1-1 if or when it is safe to do so and report your location and the location of the shooter – if known – and a **physical description** of the shooter(s), the **number** and **type of weapons** involved, and if possible, the **number of potential victims**.
- ⇒ During an active shooter event, sheltering in place may be the best option.
- ⇒ Your safest place might be in an office with a lockable door. Evacuating the building could increase your risk if the shooter is outside the facility. Don't make yourself a visible target.
- ⇒ If you're in a hall, go to the nearest room that can be secured and shut/barricade the door.
- ⇒ Hide behind or under a desk.
- ⇒ Turn off your cell phone to prevent calls that could attract the attention of a shooter and identify your location. If requested by law enforcement to leave your phone on, place it on silent mode.
- ⇒ If sheltering in place, stay there until law enforcement officers tell you it is safe to leave. Remember, that could take hours in a large, complex building.
- ⇒ If it is safe to flee from an office or building, do not take anything with you; personal items can be retrieved later.
- ⇒ Only as a last resort, attempt to disarm or disable a shooter. When a shooter is at close range and you cannot flee, your chance of survival is greater if you try to incapacitate the threatening individual.

When law enforcement officers arrive:

- ⇒ Follow their exact instructions.
- ⇒ Remain calm.
- ⇒ Put down any items in your hands, raise your hands and spread your fingers
- ⇒ Make sure responding officers can see your hands at all times.
- ⇒ Avoid making quick movements, including hand gestures toward an officer, to keep from being mistaken as a shooter.

Three primary active shooter responses – **Run, Hide, and Fight** – are covered thoroughly in a video on ITD's Employee Safety Page: <http://itdportal/sites/HR/safe/SitePages/safetyvideo.aspx>

— BOMB THREATS —

RISK FACTOR: Low

RESPONSE: Emergency Responders, Administration, Employee Safety, Building Services

If a bomb threat is received on the telephone:

- ⇒ Remain calm. Do not disconnect the call, even if the caller hangs up.
- ⇒ Signal a co-worker to call 9-9-1-1 to report that a bomb threat is being received. Note: most ITD offices require a 9 to reach an outside phone line. Then dial 9-1-1 to reach an emergency dispatch center. Provide the **street** or **physical location** of your facility, along with your room number.
- ⇒ If the building is occupied, inform the caller that detonation could cause injury or death. This may keep the caller on the line.
- ⇒ Refer to the orange **Bomb Threat Procedures** card that should be posted in your office near the telephone. Keep the caller on the phone as long as possible. Fill out information on the orange card.

Critical information to collect includes:

- ⇒ Exact time of the call.
- ⇒ Ask the caller when the bomb is set to explode or what would trigger detonation.
- ⇒ Where the bomb is located?
- ⇒ Description of the bomb
- ⇒ What materials are used in the bomb?
- ⇒ Reason for placing the bomb
- ⇒ Name of the caller
- ⇒ Listen for any background noise that could help identify the location of the caller.
- ⇒ Try to capture the caller's exact words.
- ⇒ Look for any characteristics that could help identify the caller. See the orange bomb threat card for specific caller attributes.

— DEATH OR SERIOUS INJURIES —

RISK FACTOR: Low-Medium
RESPONSE: Hazmat Responders, Emergency Responders, Building Services, Employee Safety

If an ITD employee is seriously injured (requiring medical attention or transport to a hospital) or is killed in a work-related incident, immediately report it to:

- ⇒ ITD Director’s Office, (208) 334-8820 or 7-8820
- ⇒ Your respective district engineer, if appropriate
- ⇒ ITD Human Resources Office
- ⇒ ITD Office of Employee Safety and Risk Management
- ⇒ Your immediate supervisor

Reporting Losses – When someone calls regarding an incident that involved:

- ⇒ Employee’s death, or serious injury, on the job
- ⇒ Serious accident or fatality on contractor project
- ⇒ Accident involving the public.
- ⇒ Major equipment or property loss
- ⇒ Damage in excess of \$2,000 to ITD property ...
 - ⇒ The business manager must prepare form ITD-2536 “Property Damage or Loss Form for Risk Management Programs.”
- ⇒ Hazardous materials contamination or other environmentally endangering incidents

The ITD Employee Safety and Risk Management staff will e-mail the following people, in order:

	From an ITD phone	Direct line
Brian Ness	7-8820 or	(208) 334-8820
Larry Allen, Legal	7-8814 or	(208) 334-8814
Jim Carpenter, Acting Chief Engineer	7-8811 or	(208) 334-8811
Charlene McArthur, Chief Administrative Officer	7-8876 or	(208) 334-8876
Brenda Williams, Chief Human Resources Officer	7-8010 or	(208) 334-8010
Vincent Trimboli, Office of Communications	7-8005 or	(208) 334-8005
Mel Coulter, Emergency Program Supervisor	7-8414 or	(208) 334-8414
Risk Management Group at the Idaho Department of Administration		(208) 332-1865

⇒ Or you can fax the Department of Administration, risk management (208) 334-5315

John Tomlinson, Manager, Office of Highway Safety (208) 332-2073
**only when it involves maintenance employees and/or equipment*

Dave Tolman, Financial Executive Officer 7-8525 or (208) 334-8525
**only when it involves buildings*

⇒ Include the following information in the e-mail:

- ⇒ State Highway number
- ⇒ Mile post and city (or closest town)
- ⇒ Names: our driver & other driver
- ⇒ Injuries
- ⇒ Vehicle damage estimate
- ⇒ How incident occurred
- ⇒ District contact for further information

For serious aviation incidents involving Division of Aeronautic planes, notify

Notify the Idaho Department of Administration immediately:

- ⇒ Monday through Friday (208) 332-1871
- ⇒ Weekends and holidays (208) 853-1060
- ⇒ The Department of Administration will provide the first report involving claims directly to the aviation carrier.

Mike Pape, Administrator, Division of Aeronautics

- ⇒ (office) 7-8788 or (208) 334-8788
- ⇒ (cell) (208) 830-9624

After the incident report is complete, notify the Idaho State Insurance Fund (208) 332-2433

*NOTE: Employee **fatalities** must be reported by ITD Employee Safety and Risk Management to:*

- ⇒ The Idaho State Industrial Commission director (208) 334-6059
- ⇒ The Idaho Division of Building Safety administrator (208) 332-7100

— EARTHQUAKES —

RISK FACTOR: Low

RESPONSE: Employee Safety, Emergency Responders, Building Services

During an earthquake or aftershocks:

- ⇒ Take cover under a desk or table. Protect your head and neck.
- ⇒ Stay away from windows and objects that could fall on you.
- ⇒ Stay where you are. Do not run outside where there is a risk of falling debris.
- ⇒ Do not use elevators.
- ⇒ If outdoors, stay in an open area. Do not enter a building or stand near exterior walls.

After an earthquake or aftershocks, if you are still in a building:

- ⇒ Be prepared for aftershocks. Do not return to your office until directed to do so.
- ⇒ Give first aid or assistance to injured individuals.
- ⇒ Do not move victims unless absolutely necessary. Summon emergency responders to the location for treatment and extrication of the victim(s).
- ⇒ Alert emergency medical personnel and/or a supervisor to anything that needs their attention.
- ⇒ Replace telephone handsets, but do not use the phone except to report fires or medical emergencies.
- ⇒ Go to the interior of the building and stay away from exterior walls. Avoid glass and equipment.
- ⇒ Follow the instructions of emergency responders.
- ⇒ Be prepared to evacuate, if necessary (see Evacuation Procedures).

— FIRES —

RISK FACTOR: Low-Medium

RESPONSE: Emergency Responders, Building Services, Employee Safety

- ⇒ Activate the fire alarm, alert others, and initiate the evacuation plan.
 - ⇒ Use a fire extinguisher on small fires only, if it is safe to do so.
 - ⇒ For larger fires, immediately close all doors and windows, and confine the fire as much as possible. Evacuate the building.
- ⇒ If your clothing is burning, **STOP, DROP, and ROLL** to “suffocate” the fire.

Fire extinguisher instructions

- ⇒ Using fire extinguishers on small fires only; remember the **PASS** acronym:
 - ⇒ Pull the safety pin from the extinguisher handle
 - ⇒ Aim the nozzle at the base of the fire
 - ⇒ Squeeze the trigger handle
 - ⇒ Sweep the spray from side to side

If the fire alarm is activated:

- ⇒ Proceed to the nearest exit. Follow emergency personnel or evacuation directions
- ⇒ Feel the top of doors. If a door is hot or smoke is visible, **do not open it**.
- ⇒ Do not use elevators. If you are in an elevator, the car will return to the ground floor. Do not push the emergency button on the elevator panel.
- ⇒ Stay close to the floor if moving through smoke.
- ⇒ Do not break windows. Outside air can spread the fire.
- ⇒ Do not attempt to save possessions at the risk of personal injury.
- ⇒ All fires, regardless of size must be reported to building security or the facility manager.

If trapped in a room:

- ⇒ Place material under and around the door to prevent smoke from entering.
- ⇒ Close as many doors as possible.
- ⇒ Do not open or break windows unless necessary to escape.
- ⇒ Be prepared to signal your location through a window.

If caught in smoke:

- ⇒ Drop to your hands and knees and crawl as close to the floor as possible. Breathe through a filter (blouse, shirt, jacket, etc.) and breathe through your nose.

Advancing through flames:

- ⇒ If forced to move through flames, hold your breath, move quickly, cover your head and hair, keep your head down and keep your eyes closed as much as possible.

— FLOODS —

RISK FACTOR: Medium

RESPONSE: Emergency Responders, Highway Maintenance, Bridge Section, Contractors

The Idaho Department of Administration will monitor announcements from the National Weather Service and other sources to determine the necessary action in the event of a flood or flood threat at ITD facilities.

- ⇒ If closure of a state building is necessary, the Director of the Department of Administration will communicate with affected agency leaders regarding the authority for such a closure.

If flooding occurs in your building:

- ⇒ Notify ITD security, facility maintenance, or your supervisor.
- ⇒ Secure your area and vital records. Prepare to receive and comply with directions from executives or administrative leaders.
- ⇒ Use extreme caution around electrical appliances and outlets near leaks and/or water intrusion.
- ⇒ If you know the source of the flooding and can safely stop it, do so cautiously. Do not risk personal safety, however.
- ⇒ If directed to evacuate the facility, do so according to the Evacuation Procedures.
- ⇒ Call the ITD Emergency Hotline, (877) 281-0994, to determine when, where, or if reporting to an alternative facility is necessary.

— HAZARDOUS MATERIALS —

RISK FACTOR: Medium

RESPONSE: Hazmat Responders, Emergency Responders, Building Services, Employee Safety

An accident or release of hazardous materials at ITD facilities usually will involve chemicals commonly used at the facility. In rare occasions, it includes substances mailed in an envelope or delivered to the facility. If possible, without exposing yourself to dangerous substances, try to determine the substance involved. Do not touch, handle, or attempt to clean a spill or release.

Hazardous materials spill/release inside a building:

- ⇒ Activate the fire alarm.
- ⇒ Call an emergency dispatch center at 9-9-1-1.
- ⇒ Notify building security and/or the facility manager. Also contact the ITD designated hazmat authority for your building (see key phone numbers listed in the back of this guide) or the ITD Emergency Program Supervisor at (208) 334-8414.
- ⇒ Shut down all equipment and secure the area and vital records if time and safety permit.
- ⇒ Limit activity to protection of lives and evacuation of personnel.
- ⇒ If you believe you have come in direct contact with a hazardous or suspicious material, remain at your work site to avoid the potential spread to others.
- ⇒ A facility lockdown or “Shelter in Place” order may be necessary to isolate the source.
- ⇒ If instructed to do so, evacuate the immediate area according to established Evacuation Procedures. If the chemical is airborne or at risk of spreading to other areas, evacuate the building. Evacuees may be confined to a specific area outside the building until the nature of the substance is determined.
- ⇒ If safely possible, take personal items with you when you evacuate; you might not be allowed to return to the workplace until after all material is cleaned up.

Hazardous materials spill/release outside an ITD facility:

- ⇒ Notify the ITD designated hazmat authority for your facility (see phone directory listed in the back of this guide) or the ITD Emergency Program Supervisor at (208) 334-8414.
- ⇒ Comply with directives from emergency responders.
- ⇒ If ordered to evacuate the area, leave in an orderly manner, following the Evacuation Procedure. Take personal items with you because you might not be allowed to return to the work site until after all material is cleaned up.
- ⇒ Shut down all equipment and secure the area and vital records if time and safety permit.

— MEDICAL EMERGENCIES —

RISK FACTOR: Medium

RESPONSE: Emergency Responders, Employee Safety, Building Services,

If you think a person requires immediate medical attention, call 9-9-1-1 and provide the necessary information. Contact the ITD Director's office — (334-8820 or 7-8820 – immediately after calling the emergency dispatch center. When 9-9-1-1 is called, a special alert will be activated on select phones in the respective ITD building. This will activate trained ITD personnel to respond with an Automatic External Defibrillator (AED) and first aid kit to the area where the call originated. Call the ITD reception desk to have personnel direct responding emergency responders to the incident location.

Always use basic contamination protection measures, such as protective gloves and/or CPR masks when attending to victims who need medical care.

Unconscious victims (responder is trained in CPR)

- ⇒ Yell for help and then have someone call 9-9-1-1 and the facility manager.
- ⇒ Establish the victim's airway.
 - ⇒ Check for breathing.
 - ⇒ Check for circulation.
 - ⇒ Start ventilation or CPR, if necessary.
 - ⇒ Emergency responders will bring an AED unit when needed.

Unconscious victims (responder is not trained in CPR)

- ⇒ Yell for help and then have someone call 9-9-1-1 and the ITD facility manager.
- ⇒ Begin chest compressions which will help to circulate the blood and deliver oxygen.

Conscious victims

- ⇒ Yell for help and then have someone call 9-9-1-1 and the facility manager.
- ⇒ Do not move the patient or allow him/her to move.
 - ⇒ Try to control any heavy bleeding using direct pressure on the wound.
 - ⇒ Try to keep the patient from going into shock by maintaining body temperature and elevating lower extremities if possible.
 - ⇒ Keep the patient warm and comfortable.

Note: AED units are located at Headquarters and other ITD buildings. Do not attempt to use them on a patient unless you have been specially trained to do so.

- ⇒ **Note:** All ITD employees are strongly encouraged to take a basic first aid class or a refresher class if offered.

— POWER OUTAGES —

RISK FACTOR: Medium-high

RESPONSE: Emergency Responders, Building Services, Fire Department personnel

Power or electrical outages are possible at any ITD facility. Employees should be prepared for extended outages. In some instances, and at the discretion of the highest-ranking ITD administrator present, employees may be released to go home. In those instances, employees may be directed to enter the time away from work as administrative leave. If the facility is closed, employees should call the Emergency Hotline, 1-877-281-0994 and choose the appropriate telephone prompt to determine when to return to work.

Many facilities are equipped with emergency generators that are automatically engaged during a power failure. The intent is to provide minimal power to run essential functions during an outage. It is not likely the generators will provide full power to all offices and equipment.

To prepare for or respond to an extended outage:

- ⇒ Remember, data stored on an individual desktop or laptop computer is not automatically backed up.
 - ⇒ Employees should ensure that data is stored on an ITD server that is backed up regularly, or protect against loss by saving data and documents to a **secure** external hard drive or other approved storage device.
 - ⇒ That device should have password protection just as an office computer has.
- ⇒ Use an external, backup power source/battery to protect against short-term power interruptions and data loss.
 - ⇒ If you are able to do so, log off of your computer and turn it off. Do not attempt to computer use under auxiliary power.
- ⇒ Keep a flashlight in your desk or office for use during short-duration outages or to assist in evacuating the building if instructed to leave.
 - ⇒ Do not use candles or other type of flame for lighting.
- ⇒ Unplug all electrical equipment and/or turn off electrical power strips.
- ⇒ If trapped in an elevator, remain calm and reassure others who might be trapped with you.
 - ⇒ Activate the emergency call button in the elevator and wait for emergency assistance.
 - ⇒ Alternatively, if possible, call 9-1-1 from a cell phone and report your location and how many people are trapped with you, then wait for assistance.

— SUSPICIOUS MAIL —

RISK FACTOR: Low

RESPONSE: Hazmat Responders, Emergency Responders, Building Services, Employee Safety

The following characteristics may indicate a suspicious or hazardous letter or parcel:

- ⇒ Foreign mail, priority mail, air mail, special delivery
- ⇒ Restrictive markings such as “confidential,” “personal,” etc.
- ⇒ Excessive postage
- ⇒ Handwritten or poorly typed address
- ⇒ Incorrect titles
- ⇒ Titles but no names
- ⇒ Misspellings of common words
- ⇒ Oily stains or discoloration
- ⇒ No return address
- ⇒ Excessive weight
- ⇒ Rigid envelope
- ⇒ Lopsided or uneven envelope
- ⇒ Protruding wires or aluminum foil
- ⇒ Excessive securing of materials, such as masking tape, shipping tape, twine, etc.
- ⇒ Visual distractions
- ⇒ Envelope markings to “Open Immediately”

Handling a suspicious unopened letter:

- ⇒ Place and seal envelope in a plastic bag.
- ⇒ Wash your hands with soap and water.
- ⇒ Immediately notify your supervisor, who may then notify the police, FBI or hazmat responders.
- ⇒ If at home, call the police.

Powder spills from an envelope:

- ⇒ Do not clean the spill or release.
- ⇒ Keep others away (including pets, if at home).
- ⇒ Gently invert a container, such as an empty trashcan, over the envelope and powder to minimize the risk of dispersal. The district health department and/or law enforcement officials may encourage sample testing to determine the contents of the powder.
- ⇒ Notify your supervisor who may contact the police, fire department, hazmat team, or district health department epidemiologist.
- ⇒ If you are at home, call the police for further assistance.
- ⇒ Avoid the area containing the envelope but **remain** at your location and wait for further instructions from your supervisor or emergency responders.

- ⇒ Anyone who contacted the powder should wash his/her hands with soap and water immediately.
- ⇒ Do not brush off your clothes.
- ⇒ Shut off direct air sources or notify someone who can, to avoid unnecessary dispersal (air conditioners, fans, heating/cooling systems, etc.)
- ⇒ Make a list of all people who came into contact with the powder and a list of your movements after handling the suspicious letter (i.e. office cubicle, rest room, elevator, etc.) and give both lists to the emergency responders. Further medical follow-up for you and exposed associates and surface decontamination may be required.
- ⇒ You may be quarantined or isolated from others until the nature of the substance can be determined.

Package marked with threatening message such as “Anthrax”

- ⇒ Do not open.
- ⇒ Leave it and evacuate the room.
- ⇒ Keep others from entering.
- ⇒ Notify your supervisor who may contact the police, fire department, hazmat team, or district health department epidemiologist.
- ⇒ If at home, contact the police.
- ⇒ Avoid the area containing the package but remain on at your location and wait for further instructions from your supervisor or emergency responders.

Aerosolization, small explosion, or letter stating anthrax in ventilation system

- ⇒ Leave the room immediately and secure entry.
- ⇒ Notify your supervisor who may contact the police, fire department, hazmat team, or district health department epidemiologist
- ⇒ Shut down air-handling system or contact someone who can.
- ⇒ Remain at your location until responders arrive to make sure that all potentially exposed persons are accounted for.
- ⇒ Make a list of all people who were in your work area at the time of the threat and give the list to the emergency responders.
- ⇒ Further medical follow-up may be required for everyone who might have been exposed.

Contact Numbers:

Local emergency responders 9-9-1-1; Idaho State Police (208) 846-7500; ITD-Headquarters facility management, 334-8019 (7-8019); ITD Emergency Hotline, 1-877-281-0994; ITD management, 334-8820 (7-8820)

— TORNADOES —

RISK FACTOR: Low

RESPONSE: Emergency Responders, Building Services, Employee Safety

Although relatively rare in Idaho, tornadoes are a possible threat. The following procedures will help ensure safety in the event a tornado occurs:

- ⇒ In a home or building, move to a pre-designated shelter, such as a basement.
- ⇒ If an underground shelter is not available, move to a small interior room or hallway on the lowest floor and get under a sturdy piece of furniture. Put as many walls as possible between you and the outside.
- ⇒ Stay away from windows.
- ⇒ Get out of automobiles.
- ⇒ Do not try to outrun a tornado in your vehicle; instead, abandon it safely out of traffic and immediately move to a safe shelter.
- ⇒ If caught outside during a tornado, lie flat in a nearby ditch or depression and cover your head with your hands.
- ⇒ Be aware of flying debris, which accounts for most tornado-related fatalities and injuries.
- ⇒ Mobile homes, even if anchored, offer little protection from tornadoes. You should leave a mobile home and go out to the lowest floor of a sturdy building nearby or in a storm shelter or basement.

— EMERGENCY HOTLINE MESSAGES —

Emergency Message Hotline – instructions for changing the Employee Emergency Hotline messages for an incident at an ITD facility.

Remote Access

- ⇒ You will dial into 208-334-4441 from your home, hotel or site (you will hear Cisco Unity connection greeting administrator)
- ⇒ You will need to enter your ID (this is your desk phone extension. Example 78899) followed by #. Then you will need to enter your PIN (this is your PIN on your desk phone. Example 1234) followed by #.
- ⇒ You will need to enter the number of the Call Handler you want to change.
 - ⇒ District 1 79801
 - ⇒ District 2 79802
 - ⇒ District 3 79803
 - ⇒ District 4 79804
 - ⇒ District 5 79805
 - ⇒ District 6 79806
 - ⇒ Aeronautics 79807
 - ⇒ Port of Entries 79808
 - ⇒ HQ 79809

The system automatically uses the Standard greeting that is already recorded (**DO NOT CHANGE the Standard Greeting**), you will need to update the **Alternate** greeting see instructions below.

Idaho Transportation Department Standard greetings for Employee hotline: See above for the List of the of the call handlers being used

- ⇒ **79801:** All facilities for District 1 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79802:** All facilities for District 2 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79803:** All facilities for District 3 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79804:** All facilities for District 4 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79805:** All facilities for District 5 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79806:** All facilities for District 6 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79807:** All facilities for Aeronautics are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79808:** All facilities for Port of Entries are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79809:** All facilities for Headquarters are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.

Change Alternate greeting

- ⇒ **Step #1:** Turn on the Alternate greeting by selecting the 1 key on your key pad.
- ⇒ **Step #2:** Select the 6 key on your key pad
- ⇒ **Step #3:** Record the new message.
 - ⇒ **Select 2** and record the **update** for the Districts, POE, Aeronautics or Headquarters offices. Once done recording **select # to end.**
 - ⇒ **Press 1** to play the message back to verify the sound quality and accuracy of the message.
 - ⇒ **Enter *** to return you to the main menu to start the process over for updating another Call Handler.
 - ⇒ Once incident is over call back into greeting administrator and turn OFF the Alternate greeting.
 - ⇒ **Press 1**

On-site Access:

- ⇒ Dial 79002 from your desk phone (you will hear Cisco Unity connection greeting administrator)
- ⇒ **Enter your ID** (this is your desk phone extension; example 78899) **followed by #.** Then **enter your PIN** (this is your PIN on your desk phone. Example 1234) **followed by #.**
- ⇒ You will need to enter the number of the Call Handler you want to change.
 - ⇒ District 1 79801
 - ⇒ District 2 79802
 - ⇒ District 3 79803
 - ⇒ District 4 79804
 - ⇒ District 5 79805
 - ⇒ District 6 79806
 - ⇒ Aeronautics 79807
 - ⇒ Port of Entries 79808
 - ⇒ HQ 79809

The system automatically uses the standard greeting that is already recorded (**DO NOT CHANGE the Standard Greeting**), you will need to update the **Alternate greeting** see instructions below.

Idaho Transportation Department standard greetings for Employee hotline: see above for the list of the of the Call handlers being used

- ⇒ **79801:** All facilities for District 1 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79802:** All facilities for District 2 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79803:** All facilities for District 3 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79804:** All facilities for District 4 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79805:** All facilities for District 5 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.

- ⇒ **79806:** All facilities for District 6 are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79807:** All facilities for Aeronautics are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79808:** All facilities for Port of Entries are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.
- ⇒ **79809:** All facilities for Headquarters are open for normal business hours. If you have questions pertaining to your work assignments please contact your supervisor.

Change alternate greeting

- ⇒ Step #1: Turn on the **Alternate greeting** by selecting the 1 key on your key pad.
- ⇒ Step #2: **Select the 6** key on your key pad
- ⇒ Step #3: Record the new message, **select 2** and record the **UPDATE** for the districts, POE, Aeronautics or Headquarters offices. Once done recording you will need to **select #** to end.

Press 1 to play the message back to verify the sound quality and accuracy of the message.

Enter * to return to the main menu to start the process over for updating another call handler.

Once the incident is over call back into greeting administrator and turn OFF the Alternate greeting.
Press 1

— EMERGENCY PHONE NUMBERS —

Outside emergency responders – police, fire, emergency medical services. (**Note:**

In most cases dialing a 9 is required to access an outside telephone line from

ITD facilities.) 9-9-1-1

Internal (building) emergency responders. This number **does not** automatically

connect to non-ITD emergency responders. 9-1-1

ITD Director’s Office (208) 334-8820

ITD Emergency Program Supervisor (208) 334-8414

or..... (208) 870-5202

ITD Employee Safety and Risk Management Office..... (208) 334-8038

ITD Communications Office..... (208) 334-8005

State Communications Center, Meridian (hazmat and emergencies) (888) 575-2666

or..... (208) 846-7610

Idaho State Police, statewide contact..... (208) 884-7200

Centers for Disease Control..... (800) 232-4636

Idaho Poison Control Center..... (800) 860-0620

National Poison Control Center (208) 222-1222

ITD District Offices

	<u>From an ITD phone</u>	<u>Direct line</u>
District 1, Coeur d’Alene	1-1200 or	(208) 772-1200
District 2, Lewiston	2-5090 or	(208) 799-5090
District 3, Boise	3-8300 or	(208) 334-8300
District 4, Shoshone	4-7800 or	(208) 886-7800
District 5, Pocatello	5-3300 or	(208) 239-3300
District 6, Rigby	6-7781 or	(208) 745-7781

	<u>From an ITD phone</u>	<u>Direct line</u>
District 1 hazmat coordinator	1-1225 or	(208) 772-1225
District 2 hazmat coordinator	2-4251 or	(208) 799-4251
District 3 hazmat coordinator	3-8348 or	(208) 334-8348
District 4 hazmat coordinator	4-7808 or	(208) 886-7808
District 5 hazmat coordinator	5-3308 or	(208) 239-3308
District 6 hazmat coordinator	6-5609 or	(208) 745-5609
Headquarters, Building Services	7-8087 or	(208) 334-8087

APPENDIX O
List of Alternative / Relocation Sites
(Proposed)

Ideally, during a COOP activation, ITD's essential personnel will assemble at a single location to simplify and streamline the decision-making process. It is anticipated that a central location would provide work space, connectivity, communications, and operational needs of approximately 50 individuals.

Note: The following locations are tentative; a Memoranda of Understanding for each is pending)

1. The No. 1 alternate location for all key ITD personnel is the Idaho State University Health Center, 1311 E. Central Drive Meridian, Idaho, 83642; from Locust Grove, turn west onto East Central Drive; access is on the south side of the building; parking is at the east of the building]
2. The No. 2 alternate location for all key ITD personnel is the Division of Aeronautics facility located at the Boise Airport. If the facility cannot accommodate the necessary ITD essential personnel, the Executive team will operate from Aeronautics and others will be assigned to other alternate locations.
3. The No. 3 alternative location for all key ITD personnel is: [the Idaho Bureau of Homeland Security's satellite Emergency Operations Center in Wilder, Idaho; ITD will provide transportation, map, and directions to the facility; long-term use also might require food service].

If, and only when, a single COOP activation alternate location is not possible, key ITD personnel will be assigned to work locations based on similar or complementary functions.

Exception: Enterprise Technology Services (ETS) has identified the State Controller's Office as its first relocation priority and likely will not respond to ISU or the Aeronautics office complex during a COOP activation.

The following decentralized COOP alternate locations are proposed:

Relocating to: ITD Division of Aeronautics, Boise Airport (note: alternative electrical source / generator must be secured)

- Director and staff
- ITD Executive team
- Emergency Management Supervisor
- Employee Safety and Risk Management
- Office of Communications
 - Possible Alternate #2: ISP/State Communications Center

Relocating to: District 3

- Division of Highways
- Division of Engineering Products & Plans
- Division of Engineering Services
 - Possible Alternate #2: URS/Washington Group Plaza

Relocating to: Department of Administration, near Capitol

- Division of Administration
- Financial Services
- Financial Planning and Analysis
 - Alternate #2: State Controller’s Office

Relocating to: East Boise Port of Entry

- DMV, all essential personnel
 - Alternate #2, Ada County Sheriff’s complex on Barrister
 - Alternate #3, Possible Ada County DMV office on Benjamin
 - Work from or other “connected” location

Relocating to: Jackson Jet Center, Boise Airport

- Division of Aeronautics
 - Alternative #2: Caldwell Airport

Relocating to: ISP, Meridian

- Division of Human Resources

Relocating to the State Controller’s office

- Enterprise Technology Services

Note: ETS has identified the State Controller’s Office as its first relocation priority and likely will not respond to ISU or the Aeronautics office complex during a COOP activation

Relocating to personal residences

- Internal Review
- Business and Support Management (BSM)
- Legal

District Relocation Sites *(Listed in priority order)*

DISTRICT ONE

1. District 1 Maintenance and Crafts Facility
2. Kootenai County Emergency Operations Center
3. Idaho Department of Lands, Region 1 Headquarters, Coeur d'Alene

DISTRICT TWO

1. ITD Moscow Maintenance Facility
2. ITD Grangeville Maintenance Facility

DISTRICT THREE

1. Caldwell Maintenance Facility
2. Mountain Home Maintenance Facility

DISTRICT FOUR

1. Nearest unaffected district maintenance facility
2. Shoshone Maintenance Facility
3. Other maintenance facilities:
 - Twin Falls
 - Jerome
 - Bliss
 - Rupert

DISTRICT FIVE

1. Nearest unaffected District 5 maintenance facility
2. Idaho State Police Office, Pocatello
3. District Six office, Rigby, space as assigned
4. District 4 office, Shoshone, space as assigned
5. Bannock County Sheriff's Office, Pocatello

DISTRICT SIX

1. Nearest unaffected District Six maintenance facility
2. Idaho State Police Office, Idaho Falls
3. District Five Office, Pocatello, space as assigned
4. District 4 Office, Shoshone, space as assigned

APPENDIX P

Additional Resources

[511 Idaho Traveler Services](#)
[AASHTO Special Committee on Transportation Security and Emergency Management](#)
[Air Force Rescue Coordination Center](#)
[American Association of State Highway and Transportation Officials \(AASHTO\)](#)
[American Red Cross -- Boise](#)
[Centers for Disease Control and Prevention \(CDC\)](#)
[Federal Aviation Administration](#)
[Federal Emergency Management Agency \(FEMA\)](#)
[Federal Highway Administration](#)
[Federal Highway Administration -- Idaho Division](#)
[Idaho Bureau of Homeland Security](#)
[Idaho State Police](#)
[National Capital Poison Center](#)
[National Interagency Fire Center \(NIFC\) -- Boise](#)
[National Weather Service -- Boise](#)
[National Weather Service -- Missoula, Mont.](#)
[National Weather Service -- Spokane, Wash.](#)
[National Weather Service -- Spokane, Wash.](#)
[Occupational Safety and Health Administration -- Idaho](#)
[Ready.Gov \(FEMA\) Personal Preparedness](#)
[State Communications Center \(State Comm\)](#)
[U.S. Army Corps of Engineers -- Boise \(Walla Walla Dist.\)](#)
[U.S. Geological Survey -- Idaho](#)

Publications

[BHS Idaho Emergency Operations Plan](#)
[BHS Joint Information Center Plan](#)
[Emergency Response Guidebook 2012](#)
[FEMA Acronyms](#)
[FEMA Disaster Recovery](#)
[FEMA NDR Framework](#)
[FEMA NIMS Overview](#)
[FEMA NRF](#)
[FHWA Emergency Relief Manual](#)
[FHWA SOP Emergency Relief](#)
[Idaho Airport Directory](#)
[ITD Dispatch Manual](#)
[ITD Emergency Operations Guide](#)
[ITD Evacuation General Instructions](#)
[ITD State Mile Marker Guide](#)
[ITD HighwayMap](#)
[Key Locations by Name](#)
[MUTCD 2009](#)
[Traffic Incident Management Guide](#)

ITD COOP supplemental plans

Listed by divisions, districts and sections

ITD Executive Management

3311 West State Street – Room 300B

Boise, ID 83707

(208) 334-8000

Fax: (208) 334-8195

Order of Succession, Delegation of Authority

- 1. Brian Ness, Director** – Full operational authority for the department, senior leadership team division / district; successors; coordinating emergency responses
Office: (208)334-8807 **Cell phone:** (208) 830-1974
Email address: *Brian.Ness@itd.idaho.gov*
- 2. Scott Stokes, Chief Deputy** – Full delegated operational authority for the department
Office: (208) 334-8027 **Home phone:** (208) 484-2455 **Cell phone:** (208) 685-9946
Email address: *scott.stokes@itd.idaho.gov*
- 3. Jim Carpenter, Chief Operations Officer** – Delegated authority
Office: (208) 334-8093 **Cell phone:** (208) 514-8040
Email address: *jim.carpenter@itd.idaho.gov*
- 4. Charlene McArthur, Chief Administrative Officer** – Delegated authority
Office: (208) 334-8876 **Cell phone:** (208) 860-9056
E-mail address: Charlene.McArthur@itd.idaho.gov
- 5. Brenda Williams, Chief Human Resource Officer** – Delegated authority
Office: (208) 334-8010 **Cell phone:** (208) 860-8736
E-mail address: *Brenda.williams@itd.idaho.gov*

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

ITD Emergency Program

3311 West State Street – Room 300B

Boise, ID 83707

(208) 334-8414 Fax: (208) 334-8195

Cell phone: (208) 870-5202

Order of Succession, Delegation of Authority

- 1. Mel Coulter, Emergency Program Supervisor** – Full operational authority for emergencies, COOP activation, emergency response coordination
Office: (208) 334-8414 **Cell phone:** (208) 870-5202 **Home phone:** (208) 922-1440
Email address: mel.coulter@itd.idaho.gov

Emergency Program Duty Officers

- 2. Dave Tolman, Controller** – Delegated authority during emergency responses / operations
Office: (208) 334-8093 **Cell phone:** (208) 514-8040
Email address: jim.carpenter@itd.idaho.gov
- 3. Vicki Jewell Guerra, Senior Environmental Planner** – Delegated authority during emergency responses / operations
Office: (208) 334-588 **Cell phone:** (208) 921-4936
E-mail address: victoria.jewellguerra@itd.idaho.gov
- 4. Santiago Guerricabeitia, Pilot, Safety Education Coordinator, Division of Aeronautics** – Delegated authority during emergency responses / operations
Office: (208) 334-8780 **Home phone:** (208) 888-2022 **Cell phone:** (208) 631-5613
E-mail address: santiago.querricabeitia@itd.idaho.gov
- 5. Randy Danner** – delegated authority during emergency responses / operations
Office: (208) 334-8038 **Cell phone:** N/A
E-mail address: randall.danner@itd.idaho.gov
- 6. Michelle Doan, Business and Support Manager** – Delegated authority during emergency responses / operations
Office: (208) 334-8752 **Home phone:** N/A **Cell phone:** (208) 724-7590
Email address: michelle.doane@itd.idaho.gov

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Emergency Program Office</p> <p>Function: Provide seamless and continuous support during emergency conditions to ITD and the Governor’s office through BHS.</p> <p>Description Responsible for coordinating ITD emergency responses and recovery efforts with first responders, other state and federal agencies</p> <p>Customer(s) served ITD employees, state and federal agencies, Idaho Bureau of Homeland Security, Federal Highway Administration, Idaho citizens</p> <p>Support required Uninterrupted landline phone service; cellular phone service; access to files within the ITD firewall; access to “cloud-“ based file and data storage; connectivity with the Internet; connectivity to the Bureau of Homeland Security’s Web Emergency Management System (WEB EOC); access to ITD radio system; satellite phone service during field emergencies</p>	0-12 hours and ongoing during full operational period	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Emergency Program Office</p> <p>Function: Support and assist transportation first responders</p> <p>Description Ensure transportation responders can safely and efficiently respond to emergencies on the state highway system</p> <p>Customer(s) served ITD employees</p> <p>Support required Uninterrupted landline phone service; cellular phone service; access to files within the ITD firewall; access to “cloud-“ based file and data storage; connectivity with the Internet; connectivity to the Bureau of Homeland Security’s Web Emergency Management System (WEB EOC); access to ITD radio system; satellite phone service during field emergencies</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Emergency Program Office</p> <p>Function: Coordinate the preservation of the ITD emergency communications program.</p> <p>Description: Ensure interoperable communication for ITD employees responding to emergencies on the state</p> <p>Customer(s) served: ITD employees</p> <p>Support required: Uninterrupted landline phone service; cellular phone service; access to files within the ITD firewall; access to “cloud-“ based file and data storage; connectivity with the Internet; connectivity to the Bureau of Homeland Security’s Web Emergency Management System (WEB EOC); access to ITD radio system; satellite phone service during field emergencies</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Emergency Program Office</p> <p>Function: Coordinate the department COOP implementation and operation.</p> <p>Description: Ensure ITD understand and are capable of providing essential functions during COOP activation; ensure relocation to alternative sites can occur efficiently during COOP activation</p> <p>Customer(s) served: ITD employees</p> <p>Support required: Uninterrupted landline phone service; cellular phone service; access to files within the ITD firewall; access to “cloud-“ based file and data storage; connectivity with the Internet; connectivity to the Bureau of Homeland Security’s Web Emergency Management System (WEB EOC); access to ITD radio system; satellite phone service during field emergencies</p>	0-12 hours – 30 days	Medium

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Emergency Program Office</p> <p>Function: Notification of ITD employees, response agencies and the general public of the potential for4 or existing emergency or disaster</p> <p>Description: Ensure ITD understand and are capable of providing essential functions during COOP activation; ensure relocation to alternative sites can occur efficiently during COOP activation</p> <p>Customer(s) served: ITD employees, responding local, state, and federal agencies, Idaho citizens</p> <p>Support required: Uninterrupted landline phone service; cellular phone service; access to files within the ITD firewall; access to “cloud-“ based file and data storage; connectivity with the Internet; connectivity to the Bureau of Homeland Security’s Web Emergency Management System (WEB EOC); access to ITD radio system; satellite phone service during field emergencies</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Emergency Program Office</p> <p>Function: Damage assessment, assistance with requests for state and federal disaster funds reimbursement</p> <p>Description: Assist in assessing infrastructure damage and recovery costs</p> <p>Customer(s) served: Idaho Bureau of Homeland Security, Federal Highway Administration</p> <p>Support required: Uninterrupted landline phone service; cellular phone service; access to files within the ITD firewall; access to “cloud-“ based file and data storage; connectivity with the Internet; connectivity to the Bureau of Homeland Security’s Web Emergency Management System (WEB EOC); access to ITD radio system; satellite phone service during field emergencies</p>	Post-disaster recovery period	High

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
ITD COOP plan	Emergency procedures	Paper and electronic	ITD Sharepoint, EPO laptop; portable hard drive/USB drive
Idaho Emergency Operations Plan	Emergency procedures	Paper and electronic	BHS, ITD Sharepoint, EPO laptop; portable hard drive/USB drive
ITD Emergency Operations Guide	Emergency procedures	Paper and electronic	ITD Sharepoint, EPO laptop; portable hard drive/USB drive
Emergencies at ITD Facilities Guide	Emergency procedures	Paper and electronic	ITD Sharepoint, EPO laptop; portable hard drive/USB drive
Idaho Traffic Incident Management Plan	Emergency procedures	Paper and electronic	ITD Sharepoint, EPO laptop; portable hard drive/USB drive
Alternative Route Plan	Emergency procedures	Paper and electronic	ITD Sharepoint, EPO laptop
ITD employee directory	Personnel	Electronic	ITD internal website (HRS)

Organizational Go Kit Contents

Records, files and material that will be necessary when relocating to an alternate site:

Item	Organizational Unit	Location	Quantity	Maintenance Date / INL.
Cell phone and backup power source	Emergency Management	Emergency Program Office	One (1)	
Laptop computer	Emergency Management	Emergency Program Office	One (1)	
ITD emergency plans	Emergency Management	Emergency Program Office	One (1)	
Personal supplies and safety equipment	Emergency Management	E Emergency Program Office	One (1)	
Digital camera	Emergency Management	Emergency Program Office	One (1)	

Office of Communication

3311 West State Street – Room 300B

Boise, ID 83707

(208) 334-8005 Fax: (208) 334-8195

Order of Succession, Delegation of Authority

- 1. Manager, Vincent Trimboli** – Operational authority for managing division / district; successors; coordinating emergency responses
Office: (208) 334-8817 **Home:** (208) 949-3712 **Cell phone:** (208) 949-3712
Email address: Vincent.Trimboli@itd.idaho.gov

- 2. Reed Hollinshead** – Authority delegated
Office: (208) 334-8881 **Home:** (208) 371-0658 **Cell phone:** (208) 608-6118
Email address: Reed.Hollinshead@itd.idaho.gov

- 3. Jennifer Gonzalez** – Authority delegated
Office: (208) 334-8938 **Home:** (208) 860-0707 **Cell phone:** (208) 860-0707
Email address: jennifer.gonzalez@itd.idaho.gov

- 4. Adam Rush** – Authority delegated
Office: (208) 334-8119 **Home:** (208) 794-3032 **Cell phone:** (208) 830-5141
E-mail address: Adam.Rush@itd.idaho.gov

- 5. Tony Garcia** – Authority delegated
Office: (208) 334-8852 **Home:** (NA) **Cell phone:** (208)
E-mail address: Tony.Garcia@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Office of Communication</p> <p>Function: Contact Idaho Bureau of Homeland Security and Governor’s Office</p> <p>Description: Coordinate incident protocol with the Idaho Bureau of Homeland Security. Apprise/update Governor’s Office and staff on status of emergency</p> <p>Customer(s) served: BHS and Governor’s Office</p> <p>Support required: Computer with access to ITD servers, Internet, cell phones</p>	Within first two hours	Highest

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Office of Communication</p> <p>Function: Identify external partners (if applicable)</p> <p>Description: Participate in forming Joint Information Center (if applicable)</p> <p>Customer(s) served: Public</p> <p>Support required: Computer with access to ITD servers, Internet, cell phones</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Office of Communication</p> <p>Function: Gather information</p> <p>Description: Assist in gathering incident reports from emergency responders</p> <p>Customer(s) served: Public and external partners</p> <p>Support required: Computer with access to ITD servers, Internet, cell phones</p>	As available	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Office of Communication</p> <p>Function: Establish/coordinate ITD communication activities</p> <p>Description: Establish/coordinate communication process with local media. Apprise ITD administrators on status of emergency, as available. Assist with dissemination of information from responding agencies to the public, in the first two-six hours.</p> <p>Customer(s) served: Public, media, ITD</p> <p>Support required: Computer with access to ITD servers, Internet, cell phones</p>	0-12 hours	High

Critical Assets

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
Still cameras	ITD HQ	Medium/Low	No
Video production equipment	ITD HQ	Medium/Low	No
Media Manager	ITD HQ	Medium/Low	No

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Vincent Trimboli, 3311 W. State St. Boise	Communication Manager	(208) 334-8817	(208) 949-3712	(208) 949-3712	Vincent.Trimboli@itd.idaho.gov
Reed Hollinshead, 3311 W. State St. Boise	Public Information Specialist	(208) 334-8881	(208) 371-0658	(208) 608-6118	Reed.Hollinshead@itd.idaho.gov
Jennifer Gonzalez, 8150 Chinden Blvd. Boise	Public Information Specialist	(208) 334-8938		(208) 860-0707	Jennifer.Gonzalez@itd.idaho.gov
Adam Rush, 3311 W. State St. Boise	Public Involvement Coordinator	(208) 334-8119	(208) 794-3032	(208) 830-5141	Adam.Rush@itd.idaho.gov

Division of Administration

3311 West State Street – Room 300B

Boise, ID 83707

(208) 334-8000

Order of Succession, Delegation of Authority

- 1. Charlene McArthur, Chief Administrative Officer** – Operational authority for managing division and successors; coordinating emergency responses
Office: (208) 334-8876 **Home:** (206) 999-4026 **Cell phone:** (208) 860-9056
Email address: Charlene.McArthur@itd.idaho.gov
- 2. Dave Tolman, Controller**, delegated authority
Office: (208) 334-8525 **Home:** N/A **Cell phone:** (209) 866-3628
Email address: Dave.Toloman@itd.idaho.gov
- 3. Joel Drake, Financial Planning Manager**, delegated authority
Office: (208) 334-8734 **Home:** N/A **Cell phone:** N/A
Email address: Joel.Drake@itd.idaho.gov
- 4. Michelle Doane – Manager, Business & Support Management**, delegated authority
Office: (208) 334-8752 **Home:** N/A **Cell phone:** (208) 724-7590
E-mail address: Michelle.Doane@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume.

Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession. The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Vital Records

Vital records that will be needed at an alternate location in the following table.

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Advantage System Database, RiskPro & Others	Financial, HR & Purchasing, Safety & Risk records	Electronic	HQ & off site dB backup
Business Files	Purchasing & Bldg Contracts, Project Accounting Files, Safety & Risk records, Project Programming, Files	Hard copy & Scanned	Supply Building
Project tracking database and application	Past, current, and future project budget and obligation history	Electronic	HQ & off site dB backup

Organizational Go Kit Contents

Records, files,, and material that will be necessary when relocating to an alternate site:

Item	Organizational Unit	Location	Quantity	Maintenance Date / INL.
COOP Plan	Each Admin. Section	Main Desk	1 / Section	
Communication Equipment	Each section - cell phones	Individuals	Multiple	
Computer Equipment	Each section - Available laptops	Section Offices	Multiple	
Vital Records	Each section – database records	Access at ITD offices – District offices, Ae4ronautics		
Contact List, State Phone Directory	Each section	Main Desk & District, Aero	As Needed	
Access Keys, Code	Emergency coordinator	District offices, Aero		
Map to alternate facility				

Business and Support Management (BSM) Order of Succession, Delegation of Authority

1. **Michelle Doane, BSM Manager** – Operational authority for purchasing and HQ buildings
Office: (208) 334-8752 **Cell phone:** (208) 724-7590
Email address: michelle.doane@itd.idaho.gov

2. **Todd Sorensen, Purchasing Agent** – Delegated Purchasing Authority in emergency event
Office: (208) 334-8093 **Cell phone:** (208) 514-8040
Email address: todd.sorensen@itd.idaho.gov

3. **Rod Becker, Supply Operation Supervisor** – Delegated Purchasing Authority
Office: 208-334-8087 **Cell phone:** 208-871-0076
E-mail address: rod.becker@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Business and Support Management Function: Purchasing Description: Establish logistical capability and procedures to locate, acquire, store, distribute, maintain, and account for services, materials, and facilities procured or donated to support the program Customer(s) served: All ITD Support required: Phone service Optional: laptop, network connection, purchase card	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME	PRIORITY
---------------------	------	----------

	FRAME	
Business and Support Management Function: HQ Facilities Maintenance Description: Assess condition of HQ campus buildings and determine work required to restore operation Customer(s) served: All HQ ITD Support required: Phone service Optional: laptop, network connection, purchase card	0-12 hours	High
ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Business and Support Management Function: Supply Distribution Description: Establish distribution channel of necessary supplies Customer(s) served: All HQ ITD Support required: phone, vehicle, fuel, forklift	12-24 hours	Medium

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
ITD-2379 –pre-numbered		Paper	COOP Football

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Michelle Doane, 2900 N 32 nd Street, Boise, ID 83703	BSM, Manager	334-8752		(208) 724-7590	Michelle.doane@itd.idaho.gov mydoane@me.com
Todd Sorensen, 9622 Silverbirch Ave, Boise, ID 83709	Purchasing Agent	334-8093		(208) 514-8040	Todd.sorensen@itd.idaho.gov
Rod Becker, 9443 W Rifleman Street, Boise 83704	Business Operation Specialist	334-8087		(208) 871-0076	Rod.becker@itd.idaho.gov

Employee Safety and Risk Management (ESRM) Order of Succession, Delegation of Authority

- 1. Randy Danner, Employee Safety and Risk Manager** – Management of the Employee Safety and Risk Management office responsibilities; authority delegated
Office: (208) 334-8038 **Home:** N/A **Cell phone:** N/A
Email address: Randall.Danner@itd.idaho.gov

- 2. Dianna Magstadt, administrative assistant** – delegated authority
Office: (208) 334-8792 **Home:** N/A **Cell phone:** N/A
Email address: dianna.magstadt@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Employee Safety and Risk Management		
Function: Ensure complete evacuation, if required; assist in directing workers to alternate sites.	6- 12 hours	High
Function: Identify and assess worker health and safety hazards present at the incident site and in the environment	6- 12 hours	High
Function: Assess the resources needed to protect workers and identify the sources available to meet those needs	6- 12 hours	High
Function: Provide or obtain technical expertise as needed in industrial hygiene, occupational safety and health, safety engineering, radiation safety, biological and chemical agent response, and occupational medicine	12 – 24 hours	High
Function: Manage the creation and implementation of a site-specific health and safety plan	3 days	High
Function: Monitor and manage worker safety and health hazards through on-site identification, evaluation, analysis, and mitigation, including personal exposure monitoring as needed	3 days	High
Function: Provide assistance with developing, implementing, and monitoring the personal protective equipment (PPE) program, including the selection, use, and decontamination of PPE	3 days	Medium
Function: Coordinate the collection and management of exposure and accident/injury data; use data later to identify trends and facilitate improvements in future response	1 week	Medium
Function: Coordinate and provide incident-specific response and recovery worker training	1 week	Medium
Function: Assist with the development and distribution of educational materials on preventing and mitigating hazards at alternate sites & when returning to home site	30 days	Medium

Enterprise Technology Services (ETS)

3311 W State Street
Boise, ID 83703
208/334-8121

Order of Succession, Delegation of Authority

- 1. Chris Victory, IT Administrator – Authority Assumed**
Office: (208) 334-8876 **Home:** (208) 999-2994 **Cell phone:** (208) 830-5505
E-mail address: Chris.victory@ITD.idaho.gov
- 2. ETS On-Call Manager – Authority delegated**
Office: To be determined
- 3. Pete Palacios, Infrastructure Manager – Authority delegated**
Office: (208) 334-8541 **Home:** (208) 376-3556 **Cell phone:** (208) 985-4985
Email address: pete.palacios@itd.idaho.gov
- 4. Jake Duplessie, IT Operations Manager – Authority delegated**
Office: (208) 334-8030 **Cell phone:** (208) 272-0111
Email address: jake.duplessie@itd.idaho.gov
- 5. Jeff Carpenter, Systems Admin. Manager – Authority delegated**
Office: (208) 334-8593 **Cell phone:** (208) 272-0981
E-mail address: jeff.carpenter@itd.idaho.gov
- 6. Derek Roy, Service Desk Manager – Authority delegated**
Office: (208) 334-8050 **Home:** (208) 968-3891 **Cell phone:** (208) 695-8234
E-mail address: Derek.roy@itd.idaho.gov
- 7. Alberto Gonzalez, Authority delegated**
Office: 334-8234 **Home:** N/A **Cell phone:** N/A
Email address: alberto.gonzalez@itd.idaho.gov
- 8. Bill Finke, Infrastructure Architect – Authority delegated)**
Office: (208) 334-8527 **Cell phone:** 208/860-1294
E-mail address: bill.finke@itd.idaho.gov
- 9. Neil Snyder, Applications Manager – Authority delegated**
Office: (208) 334-8464 **Cell phone:** (702) 835-3502
E-mail address: neil.snyder@itd.idaho.gov

10. Craig Schumacher, IT Security Manager – Authority delegated

Office: (208) 334-8576

Cell phone: (208) 859-4871

E-mail address: craig.schumacher@itd.idaho.gov

11. Tyler Zundel, P&G Manager – Authority delegated

Office: (208) 334-8212

Cell phone: (208) 631-6894

E-mail address: tyler.zundel@itd.idaho.gov

12. Juan Oleaga, PMO Manager – Authority delegated

Office: (208) 334-8164

Home: (208) 658-5175

Cell phone: (208) 409-7308

E-mail address: juan.oleaga@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY								
<p>Enterprise Technology Services</p> <p>Function: ETS’s focus is on restoring services and applications that are critical to the continuation of business in the event of a disaster that either temporarily or permanently disrupts access to computer and network resources. Provide access to Servers and Mainframe applications.</p> <p>Description: Services, applications, devices and systems will be provided based on the following structure.</p> <p>Gold: Consists of services, applications, devices, or systems that are mission critical to our business operations and has an immediate impact if unavailable or severely degraded. It results in a state of high financial (potentially over \$10,000 per hour) and/or high operational impact including:</p> <ul style="list-style-type: none"> • Transportation safety impact • Direct economic mobility and opportunity impact • Direct citizen impact • Jeopardizes State of Idaho or ITD reputation <p>Silver: Consists of services, applications, devices, or systems that are critical to our business operations and has an immediate impact if unavailable or severely degraded. It results in a state of medium financial (potential is between \$5,000 and \$10,000 per hour) and/or medium operational impact including:</p> <ul style="list-style-type: none"> • Services that support core business • Indirect citizen impact <p>Bronze: Consists of services, applications, devices, or systems that are not critical to our day to day business operations and has an immediate impact if unavailable or severely degraded. It results in a state of low financial (less than \$5,000 per hour) and/or low operational impact including:</p> <ul style="list-style-type: none"> • Secondary Services that support core business • Non-citizen facing services 										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0070C0; color: white;">Major Incident Standard</th> <th style="background-color: #0070C0; color: white;">Gold</th> <th style="background-color: #0070C0; color: white;">Silver</th> <th style="background-color: #0070C0; color: white;">Bronze</th> </tr> </thead> <tbody> <tr> <td style="background-color: #F4CCCC;">Availability</td> <td style="background-color: #F4CCCC; text-align: center;">98%</td> <td style="background-color: #F4CCCC; text-align: center;">95%</td> <td style="background-color: #F4CCCC; text-align: center;">90%</td> </tr> </tbody> </table>	Major Incident Standard	Gold	Silver	Bronze	Availability	98%	95%	90%		
Major Incident Standard	Gold	Silver	Bronze							
Availability	98%	95%	90%							

Service Recovery	Less than 24 hours	Less than 72 hours	Less than 5 days		
Investment Loss	\$10,000 or more	\$5,000 to \$10,000	\$5,000 or less		
<p>Customer(s) served: ITD HQ, Districts and Partners</p> <p>Support required: Power, room to work</p> <p><i>Note: A list of priority applications is being developed based on the description above.</i></p>					

Alternate Facilities

Essential personnel would report to the alternative location during a natural or human-caused disaster:

Alternative Facility No. 1

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
State Controller's Office, Boise	15-20		No	Telephones Cell phone access Office equipment Computers Network access Back-up power Parking Data security Personal security

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
SharePoint		Database	
Main Frame		Database	State Controller's Office
Advantage		Database	
GIS		Database	
TAMS		Database	

Interoperable Communications

ITD interoperable communications options include:

Communication Mode	Current Provider	Alternate Provider	#1 Alternate Communication	#2 Alternate Communication
Wireless Radio System				
Phone System	Cisco			
Cellular phones	Verizon			
Fax Lines	Cisco Hardwire / Xmedius Software			
Satellite Phones (2)				
Pagers				
Email System	Outlook in the Cloud			
ITD Employee Hotline	(877) 281-0994			
Internet	Dept. of Admin.			
Intranet	Syringa			
511 System				
Data Network	ETS ITD			
Wireless Data Points	Cisco			
GETS Program				
Amateur Radio				
Power Source	Idaho Power	Generator		

Critical Assets

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
Generator	Headquarters		
Servers	Headquarters		
Network Drives	Headquarters		
Storage	Headquarters		
UPS	Headquarters		

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Chris Victory	Chief Information Officer	334-8771			Chris.Victory@itd.idaho.gov
Jeff Carpenter	Systems Administrative Manager	334-8593		272-0981	Jeff.Carpenter@itd.idaho.gov
Michelle Cobler	Program System Specialist	334-8899	658-6563	631-4294	Michelle.Cobler@itd.idaho.gov
Jake Duplessie	Sr. IT Operations Manager	334-8030		272-0111	Jake.Duplessie@itd.idaho.gov
Bill Finke	Infrastructure Architect	334-8527		860-1294	Bill.Finke@itd.idaho.gov
Alberto Gonzalez	Enterprise Architect/Service Manager	334-8234	968-3891	695-8234	Alberto.Gonzalez@itd.idaho.gov
Juan Oleaga	Sr. PMO Manager	334-8164	658-5175	409-7308	Juan.Oleaga@itd.idaho.gov
Pete Palacios	Infrastructure Manager	334-8541	376-3556	985-4985	Pete.Palacios@itd.idaho.gov
Barton Phelps	Security Analyst	334-8128	570-3548	570-3548	Barton.Phelps@itd.idaho.gov
Derek Roy	Project Manager	334-8230	890-1571	484-3606	Derek.Roy@itd.idaho.gov
Craig Schumacher	Sr. IT Security Manager	334-8576		859-4871	Craig.Schumacher@itd.idaho.gov
Tyler Zundel	Sr. P&G Manager	334-8212		631-6894	Tyler.Zundel@itd.idaho.gov

**Financial Planning and Analysis Section
Order of Succession, Delegation of Authority**

- 1. Joel Drake, Financial Manager – Authority assumed**
Office: (208) 334-8734 **Home:** (208) 375-0831 **Cell phone:** (208) 830-5548
E-mail address: joel.drake@itd.idaho.gov

- 2. Bob Thompson, Economist – Authority delegated**
Office: (208) 334-8603 **Home:** (208) 887-1833 **Cell phone:** (208) 407-6215
E-mail address: bob.thompson@itd.idaho.gov

- 3. Dave Decker, Financial Specialist Sr. – Authority delegated**
Office: (208) 334-8287 **Home:** N/A **Cell phone:** N/A
Email address: dave.decker@itd.idaho.gov

- 4. John Krause, Manager Transportation Investments – Authority delegated**
Office (208) 334-8292 **Home:** (208) 362-3828 **Cell phone:** (208) 272-0848
Email address: john.krause@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Administrative Services Division</p> <p>Function: Processing of federal obligation requests with the Federal Highway Administration office in Boise, ID</p> <p>Description: The Federal Highway Administration (FHWA) Project Agreement - also known as an obligation request - is the means for state Departments of Transportation to get a commitment of federal funding for transportation system projects. Obligation of funding is a key step and is a pre-requisite for bidding and awarding contracts for transportation systems projects that rely on federal funding.</p> <p>A medium- or long-term inability to submit and process obligation requests could affect the state’s industrial, economic and commercial base: the state DOT would not be able to advance its processes to get transportation system projects underway and construction firms would be delayed in their bidding on projects and/or commencement of the projects affecting their ability to have people employed and working on the projects.</p> <p>Customer(s) served: OTI processes obligation requests for the state DOT (ITD) and all other jurisdictions in Idaho that utilize federal funding. ‘Other jurisdictions’ would include the five metropolitan planning organizations serving population centers with 50,000 or more population along with cities, towns and the 250+ local highway districts across the state.</p> <p>Support required: Minimum performance of this function consists of entering and processing the federal obligation request into the Fiscal Management Information System (FMIS) which is a web application centrally maintained at a national level by the Federal Highway Administration.</p> <p>Access to the FMIS application is through a secured FHWA gateway but can be initiated from any internet-connected workstation. If at ITD, this requires that the local areas network is functioning but also that ITD’s connection to the internet is functioning correctly.</p> <p>If internet connectivity is no longer available and/or the FMIS application infrastructure is non-operational, a contingency is to manually prepare and transmit a paper-document (2101 Form) equivalent to the electronic transaction to the FHWA office where it can be manually processed.</p> <p>Creation and tracking of paper 2101 Forms can be done through OTI’s OTIS management information system, which is maintained within ITD’s ETS facilities. Use of this contingency requires local area network access through the ITD internal network to the OTIS web, application and database server with printing of the paper document through networked or local printers.</p>	<p>3 days to 1 week</p>	<p>Medium</p>

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
OTIS Database		PC Database	3311 W State St.
Annual Program Documentation: ITIP Federal format to FHWA/FTA/EPA for approval. (November)		Web & Paper	
Annual Program Documentation: ITIP Approved Program (October)		Web & Paper	
Annual Program Documentation: ITIP Public Involvement format Program (July)		Web & Paper	
Annual Program Documentation: ITIP Draft Program (June IT Brd approval)		Web & Paper	
Annual Program Documentation: ITIP Recommended Program (September IT Brd approval)		Web & Paper	
Apportionment Books See http://www.fhwa.dot.gov/legsregs/directives/notices/ and http://www.fhwa.dot.gov/briefingroom/releases/ and Colleen/Sharedrive files		Web & Paper	
Monthly Board Items: Monthly items specific to programming, generally prepared by OTI.		Web & Paper	
ITD/Local Special Project Funding Applications ITD/Local applications for project funding from various special federal discretionary grant programs, congressional earmarks, etc.		Web & Paper	
OTIS: Database containing OTI project information and attached PDFs of OTI project records. Used to generate budgetary reports on various projects for historical reporting, analysis, etc.		Web & Paper	

Hazard and Vulnerability Assessment

Possible Hazards	Likelihood	Threat	Countermeasure
Hazmat incident	High	High	Evacuate the floor or building as directed; for a short duration event, suspend operations and essential functions until all clear is given to return to the building and re-commence operations. Communicate status of events on regular basis to staff.
Facility fire	Medium	High	If OTI office space is damaged or if access to the OTI office area is restricted by fire damage elsewhere in the building, relocate key and needed staff to alternate locations. Communicate status of events on regular basis to staff. Meet as applicable to determine what measures are needed to reinstitute regular operations.
Power failure	High	High	Headquarter facilities are nominally protected by power generating resources. Unless directed to evacuate, continue to work on alternate job duties not affected by the power failure. If environmental conditions due to lack

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Staff	Position	Office Phone	Home Phone	Cell Phone	Personal E-mail for COOP	Emergency Contact
John Krause	Manager, Office of Transportation Investments	334-8292	362-3828	272-0848	jkrause@sitestar.net	Marie (spouse) 409-3516
Monitor Nathan Hesterman	Transportation Planner, SR	334-8263	see cell	340-8738	riversidepapa@zoho.com	Aimee (spouse) 794-1055
Back-up Monitor Brent Hendry	Research Analyst, SR	334-8261	229-0626	573-2936	Brenthen40@hayoo.com	Ann (spouse) 573-7506
Hydee Ruhle	Financial Technician	334-8262	see cell	(907)717-7755	Hydee.may@gmail.com	Martin (spouse) (907)717-4088
Jeanette Finch	Research Analyst, SR	334-4419	867-7106	867-8129	muggsix@cableone.net	Gene (spouse) 867-2430
Colleen Wonacott	Financial Specialist, SR	334-8265	362-1002	794-1030	Wonacott@cableone.net	Tony (spouse) 336-3666 (w) or 724-5941 cell
Greg Dietz	Staff Economist	334-8071	see cell	921-5373	Gdietz1@cableone.net	Kristi (spouse) 861-0242
Cathy Smith	Research Analyst	334-8601	867-7106	697-3519	bossmom1967@aol.com	Jess (child) 697-8754
Bob Thompson	Economist	334-8603	887-1833	407-6215	Rct.bsu@gmail.com	Mary (spouse) 373-3918 (w) or 250-4118 cell
Joel Drake	Financial Manager	334-8734	375-0831	830-5548	joel.drake@gmail.com	Karen (spouse) 850-4249
Dave Decker	Financial Specialist, Sr.	334-8287	see cell	407-3575		Kelli (spouse) 695-6407
Lisa West	Financial Specialist, Sr.	334-8730	see cell	407-4207		Brez (spouse) 484-4790
ITD Emergency Contact			(877) 281-0994			

Financial Services Order of Succession, Delegation of Authority

- 1. Dave Tolman, Controller – Assumed**
Operational authority for Financial Services functions including payroll, general ledger, fixed assets, revenue operations, cost accounting and accounts payable; operational authority to oversee, manage and maintain Advantage Enterprise Resource Planning (ERP) system; responsibility to identify and train successors; responsibility to coordinate emergency responses
Office: (208) 334-8525 **Home:** (208) 288-0918 **Cell phone:** (208) 866-3628
Email address: dave.tolman@itd.idaho.gov
- 2. Bryan Brown, General Ledger Manager – Delegated authority**
Office: (208) 334-4428 **Home:** **Cell phone:** (208) 870-6283
Email address: bryan.brown@itd.idaho.gov
- 3. Jennifer Miller, Cost Accounting Manager – Delegated authority**
Office: (208) 334-8054 **Home:** N/A **Cell phone:** (208) 841-7794
Email address: jennifer.miller@itd.idaho.gov
- 4. Gary Genova, Revenue Operations Manager – Delegated authority**
Office: (208) 334-8765 **Home:** (208) 938-8511 **Cell phone:** (208) 890-3011
E-mail address: gary.genova@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

Primary System Concern for Financial Services (FS) – Advantage system

The availability of the Advantage system along with its associated reporting and interface servers are the primary systems required for Financial Services to be operational.

The following document discusses alternative approaches to achieving the essential functions but in all cases the long term viability of those functions depends on availability and usability of the Advantage system.

External Systems

FS creates the transactions and maintains the information in Advantage but the data must be transferred to various external agencies to be complete the process. The following are the key systems with which Advantage interfaces for essential functions.

- **I-TIME/EIS** – State Controller’s System used in conjunction with STARS to process payroll
- **STARS** – State Controller’s system used to process Payments, Cash Receipts and Receivables
- **FMIS** – Federal System used to process Federal Billing

Continuity Precedence & Preference

The following is the order of continuity precedence and preference to be able to complete the Essential Functions:

- A. Restore production Advantage Systems and accomplish function(s) normally
 - B. Transfer to COOP site and accomplish function(s) in a limited capacity
 - C. Manual enter transactions into associated systems: ITIME, STARS, FHWA, etc.
- Time is the key dictate in the continuity choice and options if Advantage Production is unavailable.
- When the COOP site is available FS will bring it up to ‘become’ Advantage Production.
 - If FS has no immediate availability for an instance of Advantage then it will review the timing of when Advantage will be available and determine if a processing “Option” is viable or required.

Essential Functions for Financial Services

ITD is committed to ensuring that essential functions and services continue even under challenging emergency circumstances. ITD has identified as essential functions activities that are critical to ensuring the safety and security of transportation system, its users, employees, and emergency responders. The plan is designed to support the restoration of internal operations, emergency operations, and facilities.

The following are the named Essential Functions identified as critical for Financial Services:

- Process Payroll
- Process Contractor and Other Payments
- Process Federal Billing
- Process Cash Receipts
- Process Receivables

Upon notification of an imminent threat of a disaster/emergency or in reaction to occurrence of disaster or emergency, the designated essential function teams will respond to their assigned duty stations.

General Support and Considerations

Because of ITD’s dependence on Advantage the following are support and considerations that relate to each Financial Services Essential Function.

Standard Options:

The following are the standard options that we will pursue as time allows for each essential function.

- Wait until Advantage Production is restored
- When Advantage/DR site is in place transition operations to Advantage/DR
- If possible, restore most current production backup to Advantage TEST or DEV and begin using it instead of PROD

Support Required:

The prime focus is to **return Advantage to a workable state** either at full or limited capacity. To restore Advantage we will require the following key resources to be available and engaged.

- ETS System Administration Personnel
 - Bring servers on line and troubleshoot system anomalies
 - Redirect server resource links to support options listed above (e.g. using different servers for production)
- ETS Database Administration Personnel to Restore data or redirect to different data sources
- ETS Interface Developers – cleanup any residual, incomplete or partially ran interfaces and the data associated to the interfaces
- CGI personnel to work with bringing system back on-line and troubleshooting anomalies

Considerations:

- When will Advantage or DR realistically be ready for use and can we wait that long?
- Is STARS or the other key external systems working?

Do we have a backup of the data? How old is it? Can it be restored to DEV or TEST?

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Process payroll: Payroll is processed every two weeks. The payroll team coordinates with all sections to ensure timesheets are accurate and complete and then when done forwards the payroll information to SCO/EIS. SCO/EIS then uses this information to create payments to employees.</p> <p>Timeliness of Response: ITD’s goal is to have payroll entered, approved, certified and sent to SCO by 3pm on Tuesday afternoon of payroll week. SCO’s rule is to have the payroll file by noon on Wednesday so they have enough time to process all state agencies in a timely fashion.</p> <p>If ITD is in close communication with SCO (EIS Leadership) it may be possible to delay getting the file to them as late as 6 p.m. on payroll Thursday.</p>	24 hours	High

The 24-hour timeframe is based on worse-case timing of the outage. If we can't process payroll by the normal Tuesday afternoon deadline then we have a short window to get the Advantage system up and running before we are forced to process payroll using the DIS80 option (see below).

Options:

- See "Standard Options:" in "General Support and Considerations" section above
- Paper Timesheets and direct entry into EIS/I-TIME: If Advantage is down for an extended period of time this will be the likely option
- DIS80 – in the event that we have no time we may choose to work with SCO/EIS to pay all full-time employees for 80 hours of time. This plan can be implemented simply by notifying SCO. If used, EIS would generate payroll for all certified employees equating to 80 hours, coded as DIS (Disaster). This process would not create payroll records for temporary employees so individual timesheets will still need to be entered for them. Eventually the cleanup of vacation time, sick leave, etc. will need to be entered and updated – potentially using the paper timesheet option above.

Section & Essential Personnel:

- FS personnel: General Ledger Section including Dana Bailey, Michelle Maxwell
- Time Keepers: throughout the sections and districts

Customer(s) served: All ITD employees

External System Dependencies:

- EIS – Payroll data needs to be uploaded into EIS for actual payment to employees
- STARS – Payroll payment information is returned from STARS to ITD for upload into Advantage
- TAMS – used to generate nearly 700 timesheets for Highways personnel and interfaced into Advantage
- IPOPS – Software on client/user computers needed to access EIS

Special considerations:

- Are there sufficient staff trained and have accounts to enter data into IPOPS?
- With the available staff, how long will it take to create paper timesheets and enter them into IPOPS? Do we have time to use paper timesheets?
- How do we make sure all employees (including temporary employees) are paid?
- Should all project information be used or just concentrate of federal projects information?
- Do we need a schedule set up for entry into IPOPS?
- What cleanup efforts are required for the option selected? We will eventually need to re-synchronized Advantage with EIS & STARS

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Process contractor and other payments: Making payments is the day to day process of paying bills to contractors and employees for billable work. The transactions are entered, validated with supporting documentation attached, approved and then the payment information is sent to STARS to create the warrants. Advantage is the system of record for ITD but the actual payment is processed by SCO/STARS.</p> <p>Timeliness of Response: Idaho statute requires payment of obligation with 60 day of receipt of the invoice. Contract payments are typically paid once a week and other payments are processed within days of when the invoice was received. Even though there is a 60 day requirement the staff realizes that timeliness of payment by ITD affects the bottom line of all the contractors, sub-contractors and employees who receive the payments and often 60 days would put an undue burden, especially on the smaller entities.</p> <p>Options:</p> <ul style="list-style-type: none"> • See “Standard Options:” in “General Support and Considerations” section above • Enter directly into STARS <p>Section & Essential Personnel:</p> <ul style="list-style-type: none"> • Accounts Payable Section • District and Headquarters Accounts Payable staff and District Records Inspectors – the number of personnel will be limited due to fewer people set up to enter directly into STARS • <p>Customers: Any person or company, internal and external, that does business with ITD</p> <p>External System Dependencies:</p> <ul style="list-style-type: none"> • STARS • WEX, OHS, PCARD (Bank of America), Site Manager, etc. – these are systems that generate transactions directly or indirectly into Advantage. If Advantage was unavailable we could provide the information necessary to manually create the transactions in STARS <p>Special Considerations:</p> <ul style="list-style-type: none"> • Are there sufficient staff trained and have accounts to enter data into STARS? • Do we pay oldest payments first to manage the 60 day penalties? • Do we do partial payments? • Do we target specific contractors to pay? Based on what? (size of company, payment amount) • Does reimbursement from feds factor in the prioritization? TRFF funds? • How are Grants payments affected? • How do Employee travel reimbursements stack up? • Do we handle travel cost/payments differently in emergency? 	1 week	Medium

<ul style="list-style-type: none"> • Keep in mind that STARS direct payments will require significant clean up to synchronized and to eventually add project and warrant information back into Advantage • What about encumbrance recognition or any contract implications? 		
<p>Process federal billings: Many of the projects that we do at ITD are funded in large part by federal money. Using Advantage the process of calculating the amount of money eligible for reimbursement is straightforward. Without Advantage the exercise is extremely cumbersome.</p> <p>Timeliness of Response: Cash flow is the primary consideration regarding the timeliness of this process. With current reserves it would be possible to “float” for about two months even during the busy construction season (spring to fall). It is not unprecedented that we needed to pool the billings for a month and then make a large, lump-sum request.</p> <p>Options:</p> <ul style="list-style-type: none"> • See “Standard Options:” in “General Support and Considerations” section above • Manually create the document needed to be sent to FMIS – see special considerations below <p>Section & Essential Personnel:</p> <ul style="list-style-type: none"> • Cost Accounting Team <p>Customers: ITD, FHWA</p> <p>External System Dependencies:</p> <ul style="list-style-type: none"> • FMIS • STARS (RE and CR) <p>Special Considerations:</p> <ul style="list-style-type: none"> • Cash flow – do we have a choice whether we can postpone or not? • Do we have the information to manually create the text file to upload into FMIS or to manually enter the transactions directly into FMIS? • What are the criteria to select which payments to bill? (Payments greater than \$1M?) • Are there systems available with the information to calculate the payments? Can we manually recreate the funding breakout – what moneys are available for what phase and at what percentage, etc.? (OTIS, Federal Aid Project Number, Federal Appropriation Number, Amount) • Assumes that Payables can provide project information as well as STARS transaction information (Vendor & Amount) • Do we need to delay contractor payments until we have reimbursement? • Clean up – what are the ramifications of doing a manual billing and does that offset the need 	1 month	Medium

<p>Process cash receipts: Cash Receipts includes any cash, checks or credit card payments received through the day and week. They come from many sources into the department from various sources</p> <p>Timeliness of Response Cash receipts should be processed within three business days of receipt; however, assuming Access Idaho and Wells Fargo are functioning then the process of ‘depositing’ the funds is not a problem</p> <p>Options:</p> <ul style="list-style-type: none"> • See “<i>Standard Options:</i>” in “<i>General Support and Considerations</i>” section above • Enter directly into STARS – Using the output from the various interfaced systems such as Access Idaho or using the checks and invoices received in Revenue Operations we will enter the information directly into STARS <p>Section & Essential Personnel: Revenue Operations Section</p> <p>Customers: Other Idaho state agencies and Idaho citizens</p> <p>External System Dependencies:</p> <ul style="list-style-type: none"> • Wells Fargo Bank- pay portal • Access Idaho (where to put the money in Advantage) • State Treasurer’s Office (auto sweep – from STARS to Advantage) • Counties (Mainframe/G2) • G2/Cash Drawer • Districts/Aero deposits • Credit card readers <p>Special Considerations:</p> <ul style="list-style-type: none"> • Cash Balance – do we have sufficient reserves to allow us to postpone the data entry into STARS and subsequent Advantage/STARS cleanup and reconciliation? • Are there sufficient staff trained and have accounts to enter data into STARS? • Fiscal Year end proximity – does this change any decisions? 	1 month	Medium
--	---------	--------

<p>Process receivables: A Receivable, simply stated, is a record created to track a credit that is extended to another. There are various systems that generate these in Advantage including DMV, AI, Federal Billing, etc.</p> <p>Timeliness of Response: This will likely be accomplished only if Cash flow limitations require it.</p> <p>Options:</p> <ul style="list-style-type: none"> • See “Standard Options:” in “General Support and Considerations” section above • Enter directly into STARS – Using information provided by the various customers the Receivable could be entered into STARS • <p>Section & Essential Personnel:</p> <ul style="list-style-type: none"> • Revenue Operations Section, Cost Accounting Section <p>Customers: Idaho state agencies, Idaho citizens – anyone who owes money to ITD</p> <p>External System Dependencies:</p> <ul style="list-style-type: none"> • Wells Fargo Bank- pay portal • Access Idaho (where to put the money in Advantage) • State Treasurer’s Office (auto sweep – from STARS to Advantage) • Counties (Mainframe/G2) • G2/Cash Drawer • Districts/Aero deposits • Credit card readers <p>Special Considerations:</p> <ul style="list-style-type: none"> • Clean up – what amount of work is generated to eventually synchronize STARS with Advantage and is it worth the work to not wait? • Cash Flow – unless there are significant cash flow issues is there sufficient reason to create the RE? • Are there sufficient staff trained and have accounts to enter data into STARS? 	2 months	Low
--	----------	-----

Interoperable Communications

ITD interoperable communications options include:

Financial Services will use the systems maintained by ETS to communicate between the different entities. The following are systems expected to be available:

- E-mail
- Network Access
- Phone access (desk phones and mobile phones)
- Network access to SCO systems including STARS and EIS
- Internet access

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Name, Address	Position (Essential Function)	Office Phone	Home Phone	Cell Phone	E-mail address
Dave Tolman	All	334-8525	288-0918	866-3628	dave.tolman@itd.idaho.gov
Bryan Brown	All	334-4428		870-6283	bryan.brown@itd.idaho.gov
Jennifer Miller	Fed. Billing	334-8054		841-7794	jennifer.miller@itd.idaho.gov
Gary Genova	Receivables	334-8765	938-8511	890-3011	gary.genova@itd.idaho.gov
Ken Stewart	All	334-4459	938-4555	631-6110	kenneth.stewart@itd.idaho.gov
Lisa McClellan	Receivables	334-2049		841-9249	Lisa.mcclellan@itd.idaho.gov
Dana Bailey	Payroll	334-8068	466-2781	250-9193	Dana.bailey@itd.idaho.gov
Michelle Maxwell	Payroll	334-8067	853-0599	918-7548	Michelle.maxwell@itd.idaho.gov
Suzanne Hawkins	Payables	334-8048		283-5430	Suzanne.hawkins@itd.idaho.gov
Maureen Ferris	Payables	334-8070		921-3643	Maureen.ferris@itd.idaho.gov
Denae Walters	Fed. Billing	334-8107		(509) 240-5017	Denae.walters@itd.idaho.gov

Internal Review Order of Succession, Delegation of Authority

1. **Vacant**, Management of Internal Review responsibilities; authority delegated
Office: (208) 334-8834 **Home:** N/A **Cell phone:** N/A
Email address:

2. **Mike Cram** – Full delegated authority
Office: (208) 334-8829 **Home:** N/A **Cell phone:** N/A
Email address: mike.cram@itd.idaho.gov

3. **Sandra Healy** – Full delegated authority
Office: (208) 334-8831 **Home:** N/A **Cell phone:** N/A
Email address: Sandra.healy@itd.idaho.gov

4. **Scott Drollinger** – Full delegated authority
Office: (208) 334-8830 **Home:** N/A **Cell phone:** N/A
E-mail address: scott.drollinger@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Account for all Internal Review personnel.	0-12 hours	High
Provide auditing/consultation support as needed to other ITD sections.	Beginning to end	High
Perform overhead rate and pre-award evaluations.	2 weeks	High

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Database	Record Category	Form of Record	Storage Location
Internal Review Employees phone numbers and contact information	Emergency Operations Plan	Printed copy	Headquarters, Go Kit and Internal Review employee homes
Advantage System database	Financial, Human Resources and Purchasing	Electronic	Headquarters and off site database backup
SharePoint Audit Software	Auditing	Electronic	Headquarters, off site database backup
Business files	Consultant files, ITD manuals, CD-ROM	Hard copy, scanned and electronic	Headquarters, off- site database backup and Go Kit

Organizational Go Kit Contents

Records, files, and material that will be necessary when relocating to an alternate site:

Item	Organizational Unit	Location	Quantity	Maintenance Date / INL.
COOP Plan	Internal Review Section	Section Office	1	Annual
Communication Equipment/Cell Phones	Internal Review Section	Individuals	6	
Computer equipment, laptops	Internal Review Section	Section Office	6	
Vital Records – files/database	Internal Review Section	Access at ITD offices	6	
Contact list, state phone directory	Internal Review Section	Section office and Internal Review employee homes	6	
Access keys for alternate facility	Internal Review Section	District, Aeronautics	6	
Map to facility	Internal Review Section	Section office	6	

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
TBA	Office of Internal Review Manager	334-8834			TBA

Division of Aeronautics

3483 Rickenbacker St., Boise, ID 83705
P.O. Box 7129, Boise, ID 83707-1129
Phone: 1-(208) 334-8775
In-state toll free: 1-800-426-4587
FAX: 1-(208) 334-8789

Order of Succession, Delegation of Authority

- 1. Administrator, Mike Pape** – Full authority, assumed
Office: (208) 334-8788 **Home:** (208) 388-3847 **Cell phone:** (208) 830-9624
Email address: *mike.pape@itd.idaho.gov*

- 2. Bill Statham** – Full authority for all successors, delegated
Office: (208) 334-8784 **Home:** (208) 345-9094 **Cell phone:** (208) 830-7486
Email address: *bill.statham@itd.idaho.gov*

- 3. Cade Preston** – Full authority for all successors, delegated
Office: (208) 334-8661 **Home:** (801) 274-1162 **Cell phone:** (208) 861-4757
Email address: *cade.preston@itd.idaho.gov*

- 4. Santiago Guerricabeitia** – Full authority for all successors, delegated
Office: (208) 334-8780 **Home:** (208) 888-2022 **Cell phone:** (208) 631-5613
E-mail address: *Santiago.guerricabeitia@itd.idaho.gov*

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Function: Provide emergency air transportation for state needs</p> <p>Description: King Air aircraft</p> <p>Customer(s) served: State personnel</p> <p>Support required: Communications, Pilots, aircraft mechanic, fuel providers</p>	0-12 hours	High
<p>Function: Assist in maintaining usability of all NPIAS airport in State</p> <p>Description: These airports designated by the FAA as the most important airports in the state.</p> <p>Customer(s) served: Airport sponsors, airport users</p> <p>Support required: Connectivity to ITD networks and data storage</p>	12 hours - 1 week	Medium
<p>Function: Maintain capability to coordinate search and rescue for down or missing aircraft</p> <p>Description: SAR function of Aeronautics</p> <p>Customer(s) served: Flying public, pilots.</p> <p>Support required: Connectivity to ITD networks and data storage, ability to interact electronically with Air Force Rescue Coordination Center (AFRCC), Federal Aviation Administration (FAA), Civil Air Patrol, volunteers, state aircraft</p>	0-12 hours	High

Alternate Facilities

Alternative Facility No. 1

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Jackson Jet Center FBO, Boise Airport	4-6	Jackson Jet	No	Telephones Cell phone access Office equipment Computers Network access Parking Personal security

Alternative Facility No. 2

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Caldwell, ID Airport Terminal	10	Caldwell Airport, Rob Oats-Airport Manager	No	Telephones Cell phone access Office equipment Computers Network access Parking Personal security

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Search and Rescue Manual	Emergency Operations	Paper and Electronic	Aeronautics building, ITD server, individual employees
Aircraft Flight Publications	Emergency Operations	Paper and Electronic Copies	In aircraft

Interoperable Communications

ITD interoperable communications options include:

Communication Mode	Current Provider	Alternate Provider	#1 Alternate Communication	#2 Alternate Communication
Wireless Radio System	NA			
Phone System	ITD Phones	Cell Phones	Cell Phones	Personal Phones
Cellular phones	ITD	Personal Phones	Personal Phones	
Fax Lines	ITD	None	none	
Satellite Phones (2)	Iridium	None	None	
Pagers	NA			
Email System	ITD	Web Access		
ITD Employee Hotline	NA			
Internet	ITD ETS	Web access		
Intranet	NA			
Power Source	NA			

Critical Assets

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
Aeronautics facility	Boise Airport	Low	Yes
ITD aircraft (3)	Division of Aeronautics, Boise Airport	Airplane crash, mechanical failure, Low	Yes
ITD-owned airstrips	Throughout state	Low	Unknown

Idaho Airports and Airstrips

(Listed alphabetically by location)

Airport Name	ID	Location / City	Runway Length	Surface	Elev.	Altern.
Aberdeen Municipal	U36	Aberdeen	3650	asphalt	4470	
American Falls	U01	American Falls	4900	asphalt	4419	
Antelope Valley	U92	Arco	3450	Turf	6180	
Arco-Butte Co. (Pope Field)	AOC	Arco	6600	Asphalt	5328	
Atlanta	55H	Atlanta	2650	turf	5500	
Graham	U45	Atlanta	2900	turf	5726	
Weatherby, USFS	52U	Atlanta	2200	turf	4494	
Big Southern Butte	U46	Atomic City	2600	turf	5073	
Cox's Well	U48	Atomic City	2700	turf	5034	
Midway (Atomic City)	U37	Atomic City	3800	turf	5017	
Bancroft Municipal	U51	Bancroft	3280	gravel	5435	
Bernard	U54	Bernard	1900	turf	3626	
Big Creek	U60	Big Creek	3550	turf	5743	
Cabin Creek	108	Big Creek Ranger Station	1750	turf	4289	
McCarley Field	U02	Blackfoot	4300	asphalt	4488	
Boise Air Terminal (Gowen Field)	BOI	Boise	10000	asphalt	2858	
Boundary County (Bonners Ferry)	65S	Bonners Ferry	4000	asphalt	2331	
Buhl Municipal	U03	Buhl	3900	asphalt	3660	
Burley Municipal	BYI	Burley	4067	asphalt	4150	
Caldwell Industrial	EUL	Caldwell	5500	asphalt	2429	
Carey	U65	Carey	2650	turf	4783	
Hollow Top	0U7	Carey	2500	turf	5359	
Laidlaw Corrals	U99	Carey	2250	turf	4427	
Cascade	U70	Cascade	4300	asphalt	4742	
Thomas Creek	2U8	Cascade	2100	gravel	4400	
Tanglefoot Seaplane Base	D28	Cavanaugh Bay	0	water	2438	
Cayuse Creek	2ID7	Cayuse Creek	1800	turf		
Challis	LLJ	Challis	4600	asphalt	5072	
Upper Loon Creek, USFS	U72	Challis	2500	turf-gravel	5500	
Chamberlain Creek, USFS	U79	Chamberlain Guard Station	2700	turf	5765	
Brooks Seaplane Base	S76	Coeur d' Alene	0	water	2125	
Coeur d' Alene Air Terminal	COE	Coeur d' Alene	5400	asphalt	2318	
Magee	S77	Coeur D' Alene	2450	turf	3002	
Cold Meadows, USFS	U81	Cold Meadows Guard Station	4550	turf	7030	
Cavanaugh Bay	66S	Coolin	3100	turf	2484	

Cottonwood Municipal	S84	Cottonwood	3100	asphalt	3474	
Council Municipal	U82	Council	3600	asphalt	2963	
Craigmont Municipal	S89	Craigmont	2800	asphalt	3805	
Dixie	A05	Dixie	4500	turf	5148	
Mackay Bar Airport	ID28	Dixie	1900	turf/dirt	5891	
Wilson Bar, USFS	ID76	Dixie	1500	turf/dirt		
Donnelly	U84	Donnelly	2500	turf	4860	
Downey / Hyde Memorial	U58	Downey	3550	asphalt	4906	
Driggs – Reed Memorial	DIJ	Driggs	7300	asphalt	6230	
Dubois Municipal	U41	Dubois	4600	turf	5123	
Elk City	S90	Elk City	2600	turf	4097	
Emmett Municipal	S78	Emmett	3250	asphalt	2350	
Camas County (Fairfield)	U86	Fairfield	2950	dirt	5058	
Fish Lake, USFS	S92	Fish Lake	2650	turf	5646	
Garden Valley	U88	Garden Valley	3850	turf	3177	
Lake Pend Oreille Seaplane Base	S96	Glengary	0	water	2063	
Glenns Ferry Municipal	U89	Glenns Ferry	3050	asphalt	2536	
Gooding Municipal	GNG	Gooding	4736	asphalt	3728	
Idaho County (Grangeville)	GIC	Grangeville	5100	asphalt	3310	
Grasmere	U91	Grasmere	2750	turf	5134	
Friedman Memorial	SUN	Hailey	6602	asphalt	5315	
Magic Reservoir	U93	Hailey	4000	turf	4844	
Hazelton Municipal	U94	Hazelton	2800	gravel	4172	
Homedale Municipal	S66	Homedale	2900	asphalt	2210	
Howe	U97	Howe	3800	gravel	4930	
Idaho City	U98	Idaho City	3400	turf	3920	
Idaho Falls Regional (Fanning Field)	IDA	Idaho Falls	4050	asphalt	4741	
Indian Creek, USFS	S81	Indian Creek	4650	dirt	4701	
Jerome County	JER	Jerome	5201	asphalt	4048	
Kamiah Municipal	S73	Kamiah	3000	turf	1194	
Shoshone County (Kellogg)	S83	Kellogg	5500	asphalt	2223	
Twin Bridges	U61	Ketchum	4450	turf	6893	
Kooskia Municipal	S82	Kooskia	1900	turf	1263	
Henry's Lake	U53	Lake / Island Park	4600	turf	6596	
Landmark, USFS	0U0	Landmark	4000	turf	6662	
Leadore	U00	Leadore	3500	turf- asphalt	6018	
Lewiston – Nez Perce County	LWS	Lewiston	5000	asphalt	1438	
Snake River Seaplane Base	78U	Lewiston	3000	water	735	
Warm Springs Creek	0U1	Lowman	2850	turf	4831	
Copper Basin	0U2	Mackay	4700	turf	7920	Arco
Mackay	U62	Mackay*	4400	asphalt	5891	
Mahoney Creek, USFS	0U3	Mahoney Creek	2150	dirt	4618	
Malad City	MLD	Malad City	4950	asphalt	4503	
May	0U8	May	4950	turf	5324	
Krassel, USFS	24K	McCall	1500	turf	3982	

McCall	MYL	McCall	6162	asphalt	5020	
Reed Ranch	I92	McCall				
Lee Williams Memorial (Midvale)	0U9	Midvale	3250	asphalt	2617	
Bear Trap	1U0	Minidoka	2250	turf	4716	
Bear Lake County (Montpelier)	1U7	Montpelier	4590	asphalt	5928	
Moose Creek, USFS	1U1	Moose Creek Ranger Sta.	2300	turf	2454	
Pullman – Moscow Regional	PUW	Moscow	6731	asphalt	2551	
Mountain Home Municipal	U76	Mountain Home	5000	asphalt	3164	
Mud Lake – West Jefferson County	1U2	Mud Lake*	3300	asphalt	4787	
Murphy	1U3	Murphy	2500	asphalt	2855	
Nampa Municipal	MAN	Nampa	5000	asphalt	2530	
New Meadows	1U4	New Meadows	2400	turf-gravel	3908	
Nezperce Municipal	0S5	Nezperce	2000	asphalt	3201	
Priest Lake, USFS	67S	Nordman	4400	turf-gravel	2611	
Oakley Municipal	1U6	Oakley	3800	gravel	4650	
Orofino Municipal	S68	Orofino	2500	asphalt	1005	
Orogrande	NONE	Orogrande	2800	turf-dirt	4400	
Parma	50S	Parma	2400	gravel	2228	
Payette Municipal	S75	Payette	3000	asphalt	2228	
Picabo	1U8	Picabo	3000	turf	4828	
Pine	1U9	Pine	2300	turf	4232	
Pocatello Regional	PIH	Pocatello	7040	asphalt	4449	
Eckhart International	1S1	Porthill	2650	turf	1756	
Smith Prairie	2U0	Prairie	5400	turf	4958	
Preston	U10	Preston*	3400	asphalt	4726	Logan, Utah
Priest River Municipal	1S6	Priest River	2950	asphalt	2187	
Rexburg-Madison County	RXE	Rexburg	4200	asphalt	4858	
Jefferson County	U56	Rigby	3500	asphalt	4845	
Slate Creek	1S7	Riggins	2600	Turf-asphalt	1660	
Rockford Municipal	2U4	Rockford	2800	gravel	4465	
Lemhi County	SMN	Salmon	5150	asphalt	4045	
Sandpoint (Dave Wall Field)	SZT	Sandpoint	4600	asphalt	2127	
Shearer, USFS	2U5	Shearer	2000	turf	2634	
Allen H. Tigert Airport (Soda Springs)	U78	Soda Springs*	2500	asphalt	5839	Bear Lake
Soldier Bar, USFS	85U	Soldier Bar	1650	turf-dirt	4190	
Stanford Field	U12	St. Anthony	4500	asphalt	4966	
St. Maries Municipal	S72	St. Maries	3200	asphalt	2127	
Bruce Meadows	U63	Stanley	5000	turf	6370	
Smiley Creek	U87	Stanley	4900	turf	7160	
Stanley	2U7	Stanley	4300	turf-dirt	6403	

Murphy Hot Springs	3U0	Three Creek	5250	turf	5829	
Joslin Field – Magic Valley Regional	TWF	Twin Falls	8703	asphalt	4151	
Warren, USFS	3U1	Warren	2765	dirt	5896	
Weiser Municipal	S87	Weiser	4000	asphalt	2112	
Johnson Creek	3U2	Yellow Pine	3400	turf	4933	
Dewey Moore	NONE					
Mile-Hi	NONE					
Reed Ranch	I92	2070		turf-dirt	4157	
Simonds	NONE					
Vines	NONE					

Legend

Red: King Air Accessible

Black: Accessible by ITD's Cessna aircraft

**Only 7 passengers in summer*

Essential Personnel Directory

Essential personnel would report to the alternative location during a natural or human-caused disaster:

EMPLOYEE	WORK #	HOME #	CELL #
ADAMS, Laura 1310 Michigan Avenue Boise, ID 83706	334-8775		284-8999(p)
CONNER, Dan 57 Red Fox Drive Cascade, ID 83611	562-1246	630-4258	484-1521(w)
GUERRICABEITIA, Santiago (Kristen) 1633 S. Phillippi Street Boise, ID 83705	334-8780	888-2022	631-5613(w)
GLASS, Todd (Jennifer) 2632 McKinney Boise, ID 83704	334-8893	378-4274	867-2960(w)
HENDERSON, Tim 320 Wilson Avenue Emmett, ID 83617	334-8782 Hangar - 8783		559-4049(w)
KAPLAN, Melissa (Jake) 2458 N Betula Ave. Meridian, ID 83646	334-8640	863-9598	861-0149(w)
KOLAR, Derra (Doug) 19074 Susquehanna Way Caldwell, ID 83605	334-8779		871-4556(p)
LESSOR, Mark (Sandy) 24 Hummingbird Haven Boise, ID 83716	334-8895	338-5160	608-2690(w)
MOFFAT, Dwight (Diane) 28149 W Trail Way Caldwell, ID 83607	562-1246	870-2195	985-4426
PAPE, Mike (Marci) 5642 Gate House Court Boise, ID 83703	334-8788	388-3847	830-9624(w)
PRESTON, Cade (Natalie) 1776 Mountain Springs Avenue Nampa, ID 83687	334-8661	801-274-1162	861-4757(w)
SCHOEN, Tammy (Alan) 361 SE Sunrise Drive Mountain Home, ID 83647	334-8776	587-8584	590-1786(p)
STATHAM, Bill (Dawn) 1421 N 21 st Street Boise, ID 83702	334-8784	345-9094	830-7486(w)
Extra phone in Mark's office	334-8781		
Break room	334-8879		

EMERGENCY & MISCELLANEOUS NUMBERS					
Air Force Rescue Coordination Center (AFRCC)			1-800-851-3051		
Large Conference Room			334-8796		
Boise Airport Security			383-3110		
Boise Airport Operations			424-5670		
Help Desk			7-8175		
King Air SAT Phone			1-480-768-2500, hear "Welcome....." message, dial 881-641-483-906		
Todd's SAT phone			1-480-768-2500, hear "Welcome....." message, dial 881-622-416-502		
Emilie Fothergill-cleaning					(208) 921-2780
Peak Alarm			323-1199		
SAR room:	1-800-346-9134	334-8787 (main #)	332-2041	332-2042	332-2043
State Communications			846-7600	1-800-632-8000	

Division of Engineering Products and Plans (DEPP)

3311 West State Street
Boise, Idaho 83707
Telephone Number

Order of Succession, Delegation of Authority

1. Kimbol Allen, Administrator – Managing division, coordinating emergency responses; authority delegated

Office: (208) 334-830-334-8802

2. Nestor Fernandez – Full, assumed authority

Office: (208) 334-8488

Cell phone: (208) 921-4938

Email address: nestor.fernandez@itd.idaho.gov

3. Matt Farrar – Full, assumed authority

Office: (208) 334-8538

Cell phone: (208) 860-2032

Email address: matt.farrar@itd.idaho.gov

4. Ron Wright – Full, assumed authority

Office: (208) 334-8453

Cell phone: (208) 859-1301

E-mail address: ron.wright@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Bridge</p> <p>Function: bridge plan/contract development</p> <p>Description: Create necessary bridge plans/contracts in response to required bridge emergency relief work.</p> <p>Customer(s) served: Districts</p> <p>Support required:</p>	0-12 hours - 1 week	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Bridge</p> <p>Function: Bridge inspection</p> <p>Description: Inspect impacted bridges and assess damage and repair/reconstruction work needed. Determine if weight restrictions are needed.</p> <p>Customer(s) served: Districts</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DEPP / H.Q. CENTRAL LABORATORIES</p> <p>Function: Provide Quality Assurance test results on materials used in the construction and maintenance of the State Highway System. Provide preliminary investigation results or evaluations on samples related for statewide design, construction, and maintenance. Provide SME's for product evaluation and acceptance to QPL products. Provide precast girder inspection. Maintain the Departments Statewide Chief Radiation Safety Officer, and all associated records as per the NRC.</p> <p>Description: Within 12 hours to 2 weeks the Central laboratory will be able to conduct testing using other District Laboratories, Rented Mobile Laboratories, outsource testing to consultant labs in or out of state as the resources dictate. In house samples submitted for testing will be subject to the condition of the samples as recovered. Special conditions within Federal Limits will have to be considered for acceptance samples. Nuclear Gauge program will be relocated to a NRC acceptable storage location within the Districts, applicable regulations apply.</p> <p>Customer(s) served: Districts, Contractors, Consultants, Suppliers, FHWA, NRC,</p>	1 hours – 2 weeks	High

and the functioning aspects of state highway design, construction, and maintenance. Support required: Specialized laboratory testing instruments and equipment; Connectivity to ITD networks and data storage; ability to interact electronically with all contacts related to the proper delegation of published results, and information conducive with Divisional Operations.		
--	--	--

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Office of Highway Safety Function: Process payments to grantees and law enforcement who have taken part in mobilizations Description: We have to continue processing grant payments to those we have grants with and those law enforcement agencies who need to be paid overtime for participating in mobilizations per contract and federal regulations set forth by NHTSA and FHWA. Customer(s) served: Law enforcement agencies, grantees Support required: Connectivity to ITD networks to use Advantage program	12-36 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Office of Highway Safety Function: Receive crash data from law enforcement Description: We need to be able to receive crash data electronically from all law enforcement agencies through the use of E-Impact and WebCARS per statute. Customer(s) served: Law enforcement agencies, ITD and the public Support required: Connectivity to ITD networks and E-Impact and WebCARS	24-48 hours	High

Office of Highway Safety Function: Receive FARS data and information Description: Need to be able to receive data for FARS reports whenever there is a fatal crash. It is important because of state and federal regulations requiring this confidential information be received and processed per statutes. Customer(s) served: Law enforcement, coroners, FARS Support required: Need access to ITD networks, E-Impact and WebCARS	12-24 hours	High
---	-------------	------

<p>Office of Highway Safety</p> <p>Function: Receive crash data for analysis</p> <p>Description: Principal analysts need to have access to the crash data via WebCARS so that they can analyze trends and provide input on goal setting and standards</p> <p>Customer(s) served: law enforcement, executive management, public, ITD, hospitals, Health and Welfare</p> <p>Support required: Need access to ITD networks, E-Impact and WebCARS</p>	24-36 hours	High
--	-------------	------

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Mobility Services</p> <p>Function: Provide Traveler Information</p> <p>Description: Within the 0-12 hour timeframe contractors and ITD/DHW staff will maintain the flow of traveler information for the following: 511 web and phone service, Dynamic Message Sign (DMS), Highway Advisory Radio (HAR), Road Weather Information Systems, Closed Circuit Television (CCTV) cameras, and Bluetooth detectors.</p> <p>Fueling sites will revert to manual operations and only require power to continue operational status.</p> <p>Customer(s) served: ITD Emergency Management, Department of Homeland Security, Idaho State Police, other state of Idaho agencies, and the general public</p> <p>Support required: Internet service, intranet service, ITS maintenance (contract), ITS operations by DHW (by agreement), utility services (power, communications)</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Right-of-Way</p> <p>Function: Provide support and services as necessary for emergency design contracts involving RoW participation</p> <p>Description:</p> <p>Customer(s) served:</p> <p>Support required:</p>	12 hours to 30 days	Medium

Vital Records

Vital records that will be needed at an alternate location:

Bridge

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Bridge Plans	Engineering	Hard copy mylars	Records Warehouse
Bridge Records	Engineering	Electronic COVIS	ITD Server
Project Files	Engineering	Electronic	ITD Server – could be retrieved from districts
Old Bridge Design Notes	Engineering	Hard Copy – microfilm	Bridge Section
Bridge Inspection Files	Engineering	Hark & Electronic Copy – PONTIS	Bridge Inspection Office & ITD Server

Central Labs

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Laboratory Accreditation Records	Engineering	Electronic/Paper	Database/Files in Unit Sections
Material Testing Reports	Engineering	Electronic/Paper	Database/Back up Database/on site
Preliminary Engineering Reports, Design	Engineering	Electronic/Paper	Database/Back up Database/on site
Engineering Special Provisions, Design	Engineering	Electronic/Paper	Database/Back up Database/on site
Current and Historical Soil and Geotechnical Design Documentation	Engineering	Electronic/Paper	Database/Back up Database/on site

Precast Inspection Records	Engineering	Electronic/Paper	Database/Back up Database/on site
Instrument and Equipment Computer Software	Engineering	Electronic	Operational Computers/ Backup System(Ghosted program)
Material Summary Reports- Precast Girders	Engineering	Electronic/Paper	Database/on site files
Equipment Records	Engineering	Electronic/Paper	Database/on site files
Financial Records	Financial	Electronic/Paper	Database/Back up Database/on site Files

Nuclear Gauge Documentation	Nuclear Regulatory Commission Regulations/ Engineering	Electronic/Paper	Database/Back up Database/on site/District Location
AASHTO Standards	Engineering	Electronic/Paper	Web Based Program Networked by CL/Paper Books will be discontinued
ASTM Standards	Engineering	Electronic	Web Based Program Networked by CL

Mobility Services

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
ITD Dispatch Manual	Emergency Operations	Electronic	Intranet
iNet system database	Emergency Operations	Electronic	D1 and State Comm servers
CARS 511 database	Emergency Operations	Electronic	Contractor servers
RWIS database	Emergency Operations	Electronic	Contractor servers
BlueTOAD sign database	Emergency Operations	Electronic	Contractor servers

Highway Safety

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Grant Files	Files		OHS Trailer
WebCARS	Database		Network (contact Brad Biskup or Michael Seals)
E-Impact	Database		Network (contact Brad Biskup or Michael Seals)
Grant Program Materials	Files		OHS Trailer
Financial Files	Files		Eva Escalante's cubicle
Training Files	Files		Kirstin Weldin's cubicle
FARS Files	Files/Vital Records		Debbie Dorius' cubicle

FARS information	Database		E-Impact and WebCARS
Computers/Laptops			OHS Trailer

Interoperable Communications

ITD interoperable communications options include:

Communication Mode	Current Provider	Alternate Provider	#1 Alternate Communication	#2 Alternate Communication
Wireless Radio System	BOC			
Phone System	ITD Voice Team	Source One	INX	
Cellular phones	ITD Voice Team	Verizon	Another Provider	
Fax Lines	ITD Voice Team	Telco	Another Provider	
Satellite Phones (2)	ITD Voice Team	Verizon	Another Provider	
Pagers	ITD Voice Team			
E-mail System	ETS Server Team	Microsoft	Internet Mail	US Postal Service
ITD Employee Hotline	ITD Office of Comm. Verizon			
Internet	ETS Server Team	Dept. of Admin.	TW Telcom	
Intranet	ETS Server Team	Public Affairs		
511 System	ITD Castle Rock			
Data Network	ETS Server Team	Cisco TAC	INX	
Wireless Data Points	ETS Server Team	Cisco TAC	INX	
GETS Program	Idaho Bureau of Homeland Security			
Amateur Radio	None			
Power Source	Idaho Power Company	ITD Generator		

Critical Assets

Central Labs

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
DEPP Annex/Central Lab/Section Units/ Instrumentation, equipment, computers, associated testing equipment and materials, chemicals, laboratory supplies, samples, associated software, and historical files	H.Q. Annex	High	Yes
Nuclear Gauge Storage Building	Behind the Central Lab – Annex /Secured Storage Building	High/Complies with NRC regulations	Yes

Mobility Services

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
Roadside ITS devices (DMS, HAR, CCTV, RWIS, BlueTOADS signs)	More than 300 statewide	Fire, earthquake, flood, terrorist attack, loss of utility services	No
iNET Control Software	State Comm and D-1 servers	Fire, earthquake, flood, terrorist attack, cyber-attack, loss of power and network communications	No, but D-1 server backs up the State Comm server and has functioned successfully in the past.
511 Traveler Information	Contractor facilities	Fire, earthquake, flood, terrorist attack, cyber-attack, loss of internet communications	No, but contractor servers are backed up with redundant servers. Back up servers have performed well during system saturation

Office of Highway Safety

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
OHS Modular Building	HQ	Separate trailer	Yes
Supply Building	HQ		Yes

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Bridge Section

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Matt Farrar	Bridge Engineer	334-8538			Matt.farrar@itd.idaho.gov
Ken Clausen	EM1	334-8554			Ken.clausen@itd.idaho.gov
Mike Ebright	EM1	334-8546			Mike.ebright@itd.idaho.gov
Rick Jensen	EM1	334-8589			Rick.jensen@itd.idaho.gov
Dan Gorley	EM1	334-8407			Dan.gorley@itd.idaho.gov

Central Labs

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Ron Wright	Central Lab Manager	334-8453	375-4624	859-1301	Ron.wright@itd.idaho.gov
Robert Engelmann	TSEA	334-8454	739-8571	859-2110	Robert.engelmann@itd.idaho.gov
Duane Brothers	Sr. Chemist	334-8467	739-4411		Duane.brothers@itd.idaho.gov
Mike Sprague	TTS/CRSO	334-8297	283-8108		Mike.Sprague@itd.idaho.gov
Ken Acree	TTS	334-4446	602-1653		Ken.acree@itd.idaho.gov
James Staley	TTS	334-8428	908-2424		James.staley@itd.idaho.gov
Marc Farrer	TTS	334-8457	585-6173		Marc.Farrer@itd.idaho.gov
David Luce	TTS	334-4413	(706)-792-8449		David.luce@itd.idaho.gov
Karin Walser	Financial Tech	334-8441	283-9285		Karin.walser@itd.idaho.gov
Janie Stillwell	OSS2	334-8404	297-8244		Janie.stillwell@itd.idaho.gov
Eric Dahlinger	TTS	334-8245	899-3083		Eric.dahlinger@itd.idaho.gov
John Cullen	TTS	334-8452	982-1967		John.cullen@itd.idaho.gov
Travis Enzminger	TTS	334-4523	880-4523		Travis.Enzminger@itd.idaho.gov
Ed Horn	TTS	334-8638	615-3150		Ed.horn@itd.idaho.gov
Dave Parker	TTS	334-8826	989-7593		Dave.parker@itd.idaho.gov
Vacant	TTS	334-8455			
Vacant	TTP	334-8026			
Vacant	TTP	334-8273			

Mobility Services

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Nestor Fernandez	Mobility Services Engineer	334-8448	468-2392	921-4938	Nestor.fernandez@itd.idaho.gov
Philip Braun	iNET Systems Administrator	332-7887	322-5458	869-6664	Philip.braun@itd.idaho.gov
Tony Ernest	Traveler Information Manager	334-8836	338-5960	841-5810	Tony.ernest@itd.idaho.gov
Robert Koeberlein	HQ Operations Engineer	334-8487	853-6265	484-9443	Robert.koeberlein@itd.idaho.gov

Highway Safety

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Mary Burke	Grants/Contract Officer	334-8125		559-4297 or 936-5808	Mary.burke@itd.idaho.gov or mburke061@hotmail.com
Margaret Goertz	Grants/Contract Officer	334-8104	465-5284	921-4456	Margaret.goertz@itd.idaho.gov or gr3m@spro.net
Lisa Losness	Grants/Contract Officer	334-8103		954-3607 or 870-7034	Lisa.losness@itd.idaho.gov or lisatl@yahoo.com
Josephine Middleton	Grants/Contract Officer	334-8112		608-8303 or 371-5481	Josephine.middleton@itd.idaho.gov or josie_middleton@yahoo.com
Sherry Jenkins	Grants/Contract Officer	334-4460	336-9380	608-8302 or 250-0213	Sherry.jenkins@itd.idaho.gov or sjenkins5593@gmail.com
Debbie Dorius	Crash Report Analyst, FARS	334-8115		562-7987	Deborah.dorius@itd.idaho.gov or deb.dorius@yahoo.com
Judy Helm	Crash Report Analyst	334-8114	362-9397	297-8238	Judy.helm@itd.idaho.gov or heyjude362@aol.com
Carol Schubach	Crash Report Analyst	334-8109	323-1185	571-7595	Carol.schubach@itd.idaho.gov or lilacblue@msn.com
Kirstin Weldin	Crash Report Analyst, E-Impact Trainer	334-8113		861-8552 or 794-7040	Kirstin.weldin@itd.idaho.gov or heygoalie@yahoo.com
Eva Escalante	Administrative Assistant	334-8801		871-2558	Eva.escalante@itd.idaho.gov or Evaescalante@cableone.net

John Tomlinson	Highway Safety Manager	334-8557	477-1316	805-2221 or 801-808-0562	John.tomlinson@itd.idaho.gov or johnstomlinson@yahoo.com
Steve Rich	Principal Analyst	334-8116	407-6911		Steve.rich@itd.idaho.gov or catboat-id@cableone.net
Kelly Campbell	Principal Analyst	334-8105		860-4449	Kelly.campbell@itd.idaho.gov or ratslayer@spro.net

Right of Way

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Dave Szplett	Right-of-Way Manager	334-8521			Dave.szplett@itd.idaho.gov

Division of Engineering Services (DES)

3311 West State Street
Boise, Idaho 83707
(208)334-8231

Order of Succession, Delegation of Authority

- 1. Blake Rindlisbacher, Division Administrator** – Managing division, engineering services, successors; authority delegated
Office: (208) 334-8231 **Home phone:** N/A **Cell phone:** (208) 220-6699
Email address: *blake.rindlisbacher@itd.idaho.gov*
- 2. Monica Crider** – authority assumed
Office: (208) 334-8502 **Home phone:** N/A **Cell phone:** (208) 867-5248
Email address: *monica.crider@itd.idaho.gov*
- 3. Tom Points** – authority assumed
Office: (208) 334-8253 **Home phone:** N/A **Cell phone:** (208) 830-8679
Email address: *tom.points@itd.idaho.gov*

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Contracting Services Section</p> <p>Function: Maintain Tuesday bid openings both electronically and in-house.</p> <p>Description: Need to find a place to hold the public bid opening and to notify public and contractors of location changes. Must designate a new location to receive hard copy bids if facility is affected.</p> <p>Customer(s) served: Contractors, Subcontractors, Districts, Public.</p> <p>Support required: Public Facility and computer with access to servers for Projectwise and AASHTOware (LAS PES etc.) and internet access to Bid X.</p>	12 hours - 1 week	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Contracting Services Section</p> <p>Function: Authorize approvals of construction contracts.</p> <p>Description: Contracts need to be attested to and executed and sent to the contractor to begin work.</p> <p>Customer(s) served: Contractors, Subcontractors, Districts, Public.</p> <p>Support required: Access to the CSE and DESA, or their delegates in order to execute the contracts. Also need to have access to Computer that has server access to Projectwise and to the Print Shop server so we can order contracts and plans.</p>	12 hours - 1 week	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Contracting Services Section</p> <p>Function: Execute Board Orders.</p> <p>Description: Utility Board orders need to be written, approved, executed and transmitted to the utility company, District Project Manager and Resident Engineer.</p> <p>Customer(s) served: Districts and Utility companies.</p> <p>Support required: Need to have access to Computer that has server access to write the board orders and access to the COO or his delegate for his approval and signature on behalf of the ITD Board.</p>	30 days	Medium

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Contracting Services Section</p> <p>Function: Certify and approve 2101's.</p> <p>Description: Project funding actions need to continue in order to pay outstanding agreements and contracts.</p> <p>Customer(s) served: LHTAC, HQ sections, external parties such as SHPO, Universities, etc.</p> <p>Support required: Need to have access to Computer that has server access to OTIS system to approve 2101s.</p>	12 hours - 1 week	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Contracting Services Section</p> <p>Function: Review, approve and process payments to LHTAC, Public Transportation Sub recipients/ Providers, etc.</p> <p>Description: These organizations need to be reimbursed for their work on the federal aid projects they administer.</p> <p>Customer(s) served: LHTAC, Public Transportation Sub recipients.</p> <p>Support required: Need to have access to Computer that has server access to AMS system in order to input into financial system.</p>	12 hours - 1 week	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Design/Traffic Services</p> <p>Function: District Traffic Support</p> <p>Description: Provide support to reestablish signals and maintain traffic control as needed.</p> <p>Customer(s) served: Districts</p> <p>Support required: Connectivity to ITD network, telephone access</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Design/Traffic Services</p> <p>Function: Damage/Repair Assessment Assistance</p> <p>Description: Provide SME assistance on damage/repair assessment needed to get highway system operational.</p> <p>Customer(s) served: Districts, LHTAC</p> <p>Support required: Connectivity to ITD network, telephone access</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Design/Traffic Services</p> <p>Function: District Design/Traffic Support</p> <p>Description: Provide support to ensure project delivery obligations are met</p> <p>Customer(s) served: Districts/LHTAC</p> <p>Support required: Connectivity to ITD network, telephone access</p>	24-48 hours	Medium

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Environmental Section</p> <p>Function: Environmental Compliance</p> <p>Description: Support Districts or HQ in communication of field issues to resource agencies. Post incident, to support environmental documentation and approvals.</p> <p>Customer(s) served: ITD staff</p> <p>Support required: Connectivity to ITD networks, data storage, phone</p>	<p>12 hours to 1 week for emergencies</p> <p>As needed for restoration of services.</p>	Medium

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Construction/Materials Function: Inspection support Description: Provide personnel to support any emergency roadway inspection efforts. Customer(s) served: Districts, LHTAC Support required:	0 - 12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Construction/Materials Function: contractor payment Description: Maintain usage of Site Manager software to provide prompt payment to contractors for services rendered on projects in progress. Customer(s) served: Districts, LHTAC Support required:	12 hours -1 week	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Construction/Materials Function: Materials certification Description: Reevaluate the materials certification process (risk vs. supply) and possibly suspend ITD materials testing for up to one season. Customer(s) served: Districts, LHTAC Support required:	More than 30 Days	Medium

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Construction/Materials</p> <p>Function: materials acceptance</p> <p>Description: Provide personnel to support new construction efforts by inspecting and accepting material on-site.</p> <p>Customer(s) served: Districts, LHTAC</p> <p>Support required:</p>	12 hours - 30 days	Medium

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Planning Services</p> <p>Function: Manage project funding and bidding plan</p> <p>Description: Work with the Districts, LHTAC and Locals to coordinate funding plan and project requirements in preparation for obligating, bidding and awarding emergency projects.</p> <p>Customer(s) served: Districts, LHTAC, Locals, Public</p> <p>Support required: Office of Transportation Investments and Contracting Services</p>	0 hours – 1 week	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Planning Services</p> <p>Function: Prepare and Process project obligation agreements (2101s)</p> <p>Description: Assist districts, LHTAC, Locals in preparing and then processing obligation agreements for needed emergency projects.</p> <p>Customer(s) served: Districts, LHTAC, Locals, Public</p> <p>Support required: Office of Transportation Investments</p>	0 hours – 1 week	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Planning Services</p> <p>Function: Project Scheduling System (PSS) Administration</p> <p>Description: Ensure continual operations of the PSS to track project schedules and reporting.</p> <p>Customer(s) served: Districts, LHTAC</p> <p>Support required: Financial Services</p>	48 hours - 1 week	Medium

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Planning Services</p> <p>Function: Coordinate Metropolitan Planning Organizations (MPO's) Payments</p> <p>Description: Review, Approve and Process payments of MPO billings so they can continue to function.</p> <p>Customer(s) served: MPO's</p> <p>Support required: Financial Services</p>	48 hours – 1 week	Medium

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Planning Services</p> <p>Function: GIS</p> <p>Description: Within 0-12 hours, personnel need to have access to data in order to map resources and show access to effected areas, ET AL</p> <p>Customer(s) served: All of ITD</p> <p>Support required: Connectivity to ITD networks and data storage</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Transportation Systems</p> <p>Function: Support of Critical Engineering systems</p> <p>Description: Collaborate with HQ and District IT staff in recovering or restoring critical business systems and data.</p> <p>Customer(s) served: ITD employees and our partners and customers</p> <p>Support required: Hardware and software installation and configuration</p>	0-12 hours	High

Vital Records

Vital records that will be needed at an alternate location in the following table:

Contracting Services

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Consultant Agreements	Emergency, Legal, Financial	Electronic	ITD Server
PATS Database	Emergency, Legal, Financial	Electronic	Web based
COOP Plan	Emergency	Hard copy and Electronic	Contracting Services and ITD Server
State/Local Agreements	Emergency, Legal, Financial	Electronic	ITD Server
Contract Diary database	Emergency	Electronic	Web based
AASHTOware Transport software	Emergency	Electronic	Contracting services and ITD server
Bid X software	Emergency	Electronic	Web based
Grant Applications	Legal and Financial	Electronic	Contracting Services Shared Drive
Grant Documents and Agreements	Legal and Financial	Electronic	Contracting Services and TEAM
Grant Procedures and Manuals	Legal and Financial	Electronic	Contracting Services Shared Drive
Grant and Agreement Payment Supporting documentation	Legal and Financial	Hard copy	Contracting Services

Design / Traffic Services

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
COOP Plan	Emergency	Electronic	Emergency Information Share Point Site
Speed zone database/minute entries	Legal and Financial Records	Electronic	ITD Server
Standard Drawings	Engineering	Electronic	Design/Traffic
Standard Details	Engineering	Electronic	Design/Traffic
Design Manual	Engineering	Electronic	Design/Traffic
Traffic Manual	Engineering	Electronic	Design/Traffic

Environmental

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
ITD/ITD-Org-Ops-DES Environmental	Varies	Electronic	Network
itdportal/sites/DES/ENV/SitePages/Home.aspx	Varies	Electronic	Sharepoint
PWITD/Documents/Headquarters/environmental	Varies	Electronic	Projectwise
ltd.idaho.gov/enviro	Varies	Electronic	Web

Materials / Construction

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Contract Plans and Specification on Project Wise server	Legal and Financial Records in Site Manager server	Electronic	ITD server

Planning

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Bidding Plan	Engineering	Electronic and Hard copy	Planning Services
Obligation Agreements (2101's)	Financial, Legal and Engineering	Electronic and Hard copy	OTIS and Planning Services
Project Schedules	Engineering	Electronic	PSS
MPO Bills	Financial and Legal	Hard Copy	Planning Services
Road Network	Linework	Spatial/GIS	GIS Warehouse
Shed locations	Assets	Spatial/GIS	GIS Warehouse
Airport locations	Assets	Spatial/GIS	GIS Warehouse
Bridge locations	Assets	Spatial/GIS	GIS Warehouse
Other Site locations	Assets	Spatial/GIS	GIS Warehouse
LRS	Linework	Spatial	Network Manager
LRI	Linework	Spatial/GIS	GIS Warehouse

Transportation Systems

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
TAMS, WARS. Fuel Support		Digital	HQ ETS computer room – used statewide
Central Labs, Estimator, PES/LAS, SiteManager Construction Support		Digital	HQ Operations Annex and ETS computer room – used statewide
ProjectWise and CADD support	3	Digital	District server rooms and HQ ETS computer room – used statewide
Office of Highway Systems support		Digital	HQ ETS computer room – used statewide
Bridge management system		Digital	HQ ETS computer room – used statewide

Interoperable Communications

ITD interoperable communications options include:

Communication Mode	Current Provider	Alternate Provider	#1 Alternate Communication	#2 Alternate Communication
Wireless Radio System	BOC			
Phone System	ITD Voice Team	Source One	INX	
Cellular phones	ITD Voice Team	Verizon	Another Provider	
Fax Lines	ITD Voice Team	Telco	Another Provider	
Satellite Phones (2)	ITD Voice Team	Verizon	Another Provider	
Pagers	ITD Voice Team			
Email System	ETS Server Team	Microsoft	Internet Mail	US Post Service
ITD Employee Hotline	ITD Office of Comm. Verizon			
Internet	ETS Server Team	Dept. of Admin.	TW Telcom	
Intranet	ETS Server Team	Public Affairs		
511 System	ITD Castle Rock			
Data Network	ETS Server Team	Cisco TAC	INX	
Wireless Data Points	ETS Server Team	Cisco TAC	INX	
GETS Program	Federal Gov't			
Amateur Radio	None			
Power Source	Idaho Power Company	ITD Generator		

Critical Assets

Contracting Services

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
HQ Main Building and associated communications and technology.	3311 W. State Street, Boise	High	Yes

Environmental

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
Laptops	Office/cubicles	If building damaged	No

Planning Services

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
Servers (4 GIS)	Headquarters	One point of failure	No

Transportation Systems

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
TAMS, WARS, Fuel support	HQ ETS computer room – used statewide		
Central Labs, Estimator, PES/LAS, Site Manager Construction support	HQ Operations Annex and ETS computer room – used statewide		
ProjectWise and CADD support	District server rooms and HQ ETS computer room – used statewide		
Office of Highway Safety Systems support	HQ ETS computer room – used statewide		
Bridge Management System	HQ ETS computer room – used statewide		

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Contracting Services

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Monica Crider	Contracting Services Engineer	334-8502		867-5248	mlcrider@cableone.net
Holly McClure	Grants Specialist	334-8486	286-9232	914-0119	jacquelinemcclure23@gmail.com
Mark Bathrick	Public Transportation Program Manager	334-8210	891-8181	891-8181	mrkbathrick@yahoo.com
Alice Askarnia	DES Administrative Assistant	334-8480	954-7742		newtal@aol.com
Blake Rindlisbacher	Division Administrator of Engineering Services				
Jim Carpenter	Chief Operating Officer				
Barbara Waite	Railroad/Utility Manager	334-8522	342-4702	794-1912	tr_waite@msn.com
Kevin McCulley	Advertisement and award	334-8429	841-8852		kcmcculley@msn.com

Design / Traffic

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Kevin Sablan	EM1	334-8558		794-5307	kevin.sablan@itd.idaho.gov
Harold Bleil	TSEA	334-8564	375-3308		Harold.bleil@itd.idaho.gov
Ethan Griffiths	TPE	334-8556		869-4531	Ethan.griffiths@itd.idaho.gov
Ryan Lancaster	TSE	334-8528	615-4665		Ryan.lancaster@itd.idaho.gov
Bryan Martin	TE1	334-8442		921-2233	Bryan.martin@itd.idaho.gov
Ted Mason	TE1	334-8500	375-4965		Ted.mason@itd.idaho.gov
Lotwick Reese	TE2	334-8491	343-3265		Lotwick.reese@itd.idaho.gov
Gary Sanderson	TE2	334-8211	467-1262	289-7929	Gary.sanderson@itd.idaho.gov
Patti Fanckboner	OS2	334-8440	344-8344	850-7055	Patti.fanckboner@itd.idaho.gov

Note: Based on nature of event, select staff may not be needed to report to work and will be asked to stay home.

Environmental

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Sue Sullivan	Environmental Section Manager	334-8203	850-3745		Sue.sullivan@itd.idaho.gov
Marc Munch	Cultural Resource Specialist	334-8449	921-0368		Marc.munch@itd.idaho.gov
Dan Everhart	Architectural Historian	334-8479	995-9915		Dan.everhart@itd.idaho.gov
Melinda Lowe	Environmental Planner, Sr.	334-4474	863-7166		Melinda.lowe@itd.idaho.gov
Vicky Jewell Guerra	Environmental Planner, Sr.	334-8588	867-3550	921-4936	Victoria.JewellGuerra@itd.idaho.gov
Michele Fikel	Environmental Planner, Sr.	334-8478	344-0472		Michele.fikel@itd.idaho.gov
Brad Wolfinger	Water Quality Analyst	334-8163	599-3153		Bradley.wolfinger@itd.idaho.gov
Vacancy					
Vacancy					

Construction / Materials

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
C/M Engr. (vacant)					
Tri Buu	TE2	334-8448			tri.buu@itd.idaho.gov
Clint Hoops	TE2	334-4415			clint.hoops@itd.idaho.gov
John Ingram	TE2	334-8436			john.ingram@itd.idaho.gov
Rod Lafferty	TSEA	334-8446			rod.lafferty@itd.idaho.gov
Bruce MacEwan	TE2	334-8435			bruce.macewan@itd.idaho.gov
Mike Santi	TE2	334-8450			mike.santi@itd.idaho.gov
Mark Wheeler	TE2	334-8887			mark.wheeler@itd.idaho.gov

Planning

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Randy Gill	PM	334-8591	938-2761		randy.gill@itd.idaho.gov
Donna Hunsinger	TRS	334-8482			donna.hunsinger@itd.idaho.gov
Rod Reed	PM	334-8439			rod.reed@itd.idaho.gov
Maranda O Bray	Planner, Trans	334-8483			maranda.obray@itd.idaho.gov

Transportation Systems

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Tom Points	EM2	334-8253			tom.points@itd.idaho.gov
Millie Miles	OTS Manager	334-8837	353-9404		millie.miles@itd.idaho.gov
Cynthia Gardner	TAMS, WARS, Fuel support	334-8154	658-9456		Cynthia.gardner@itd.idaho.gov
Ken Sereduk	Central Labs, Estimator, PES/LAS, Site Manager Construction support	334-8843		914-5195	Ken.sereduk@itd.idaho.gov
Kevin Benton	Central Labs, Estimator, PES/LAS, SiteManager Construction support	334-8843	713-9113		Kevin.Benton@itd.idaho.gov
Beau Hansen	ProjectWise and CADD support	334-8494	201-9504		Beau.hansen@itd.idaho.gov
Mark Neil	ProjectWise and CADD support	334-4435	409-0090		Mark.neil@itd.idaho.gov
Bradley Biskup	Office of Highway Safety Systems support	334-8753	850-4527		Bradley.biskup@itd.idaho.gov
Michael Seals	Office of Highway Safety Systems support		899-7680		Michael.seals@itd.idaho.gov
Patty Fish	Bridge Management System	334-8847		739-1328	Patty.fish@itd.idaho.gov

Division of Highways

3311 West State Street

Boise, Idaho 83707

Telephone Number

(208) 334-8000

Order of Succession, Delegation of Authority

- 1. Jim Carpenter, Chief Operations Officer** – Operational authority for managing division and successors; coordinating emergency responses

Office: (208) 334-8811

Home phone: N/A

Cell phone: (208) 816-0852

Email address: *Jim.Carpenter@itd.idaho.gov*

- 2. Blake Rindlisbacher, Division Administrator** – Managing division, engineering services, successors; authority delegated

Office: (208) 334-8231

Home phone: N/A

Cell phone: (208) 220-6699

Email address: *blake.rindlisbacher@itd.idaho.gov*

- 3. Kimbol Allen, Division Administrator** – Managing division, coordinating emergency responses; authority delegated

Office: (208) 334-8802

Home phone: N/A

Cell phone: N/A

Email address: *Kimbol.allen@itd.idaho.gov*

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume.

Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession. The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

The following table shows special Delegation of Authority and Orders of Succession in the Idaho Transportation Department – Division of Highways:

State Strategic Bridge List

Following is the cursory list of strategic bridges in Idaho, based on extensive detour lengths and bridges that would be difficult to replace on an emergency basis because of long spans over water. Failure of these assets could have a significant impact on mobility and the economy.

Goff Bridge - US-95	Rose Lake SH-3
Veteran's Memorial Bridge I-90	Spokane River Bridge US-95
Sandpoint Bridge-US-95	Oldtown Bridge US-2
Moyie River Bridge US-2	Kamiah Bridge US-12
Rainbow Bridge SH-55	Mores Creek Bridge SH-21
Bonner's Ferry US-95	Salmon River Bridges (3) SH-75
Perrine Bridge US-93	Twin Bridges I-84
Mores Creek Bridge SH-21	

(For more detail, contact the state bridge engineer)

ITD's major vulnerabilities are:

- Major and/or key highway infrastructures and facilities
- Timely road closures and detour routing limits
- Long-term, 24-hour operations

ITD's risks are:

- Equipment failure
- Communication failure
- Personnel failure
- ITD building or facility failure

ITD Potential Hazards

The following hazards represent all perceived hazards and the responsibilities that may require ITD involvement.

Natural emergencies and disasters:

- Forest and range fires
- Floods

Critical Assets

Specific structures and/or assets that are at risk because of a natural or human-caused disaster:

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
Interstate grade separation structures and river bridges	Various	High. Easily sabotaged, vulnerable to earthquakes.	
River bridges on mountain highway routes	Various	High. Easily sabotaged, vulnerable to earthquakes.	
ITD data storage	Headquarters and off-site location	Medium. Not easily accessed by the public. May be vulnerable to cyber-attack	
ITD fuel stations	Various. Most Maintenance facilities have fuel islands	Medium. Individually easily sabotaged but we have quite a few	Generators are located at various sites with fuel, in case of power failure
ITD heavy equipment	Varies, every district and many maintenance sheds	Low. Widely dispersed	Yes. Could rent some equipment if available
ITD-owned airstrips and aircraft	Locations throughout the state	Damage, destruction by human-caused and natural disasters	

Division of Human Resources

3311 West State Street

Boise, Idaho 83707

Telephone Number

(208) 334-8000

Order of Succession, Delegation of Authority

- 1. Brenda Williams, Chief Human Resources Officer** – Operational authority for managing division and successors; coordinating emergency responses
Office: (208) 334-8010 **Home:** N/A **Cell phone:** (208) 860-8736
Email address: *Brenda.Williams@itd.idaho.gov*

- 2. Kate Rice, Human Resource Unit Supervisor** – Authority delegated
Office: (208) 334-8845 **Home:** N/A **Cell phone:** N/A
Email address: *Kate.rice@itd.idaho.gov*

- 3. Ken Angell, Human Resource Unit Supervisor** – Authority delegated
Office: (208) 334-8266 **Home:** N/A **Cell phone:** xxx-xxx-xxx
Email address: *Ken.angell@itd.idaho.gov*

- 4. David Nichols, Human Resource Unit Supervisor** – Authority delegated
Office: (208) 334-8870 **Home:** N/A **Cell phone:** N/A
E-mail address:

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume.

Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession. The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Human Resource Services will use available technology to perform vital services and essential functions as an intrinsic part of daily operations, utilizing voice, data, and video solutions as appropriate. For a complete list of emergency functions during a COOP activation, see responsibilities listed on Page 52. Other primary functions include:

1. Communicate the agency's operating status to all staff; to contact and account for all staff in the event of an emergency

2. Communicate human resources guidance for emergencies to managers and staff, and
3. Implement an alternative procedure to normal work force procedures related to payroll/personnel actions and staffing.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Function: Implement a process to communicate the agency's operating status to all staff; to contact and account for all staff in the event of an emergency. <ul style="list-style-type: none"> • 1-800 number • Web site • Alternative communication method (defined by ITD) • Information runners 	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Implement a process to communicate human resources guidance for emergencies to managers and staff. <ul style="list-style-type: none"> • Payroll/personnel actions • Staffing • Benefits • Labor relations 	13 hours to 1 week	Med

Vital Records

Vital records that will be needed at an alternate location in the following table:

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Personnel Files	Personnel	Paper and Electronic	Area 51 (COVIS)
Medical Files	Personnel	Paper and Electronic	Area 51, HR2, Electronic
Benefits Files	Personnel		On-line
Current IBIS Roster	Personnel	Electronic, From IBIS	Flash drive and on-line
Supervisor Report	Personnel	Electronic, From AMS	Flash drive and on-line
2330 Recruitment	Forms	Electronic	Flash drive and on-line
2333 Employee Access	Forms	Electronic	Flash drive and on-line
2730 Temp Employee App	Forms	Electronic	Flash drive and on-line
2580 EEO	Forms	Electronic	Flash drive and on-line
2571 Protective & Safety Devices	Forms	Electronic	Flash drive and on-line
0657 Employee Time Sheet	Forms	Electronic	Flash drive and on-line
W-4	Forms	Electronic	Flash drive and on-line
I-9	Forms	Electronic	Flash drive and on-line

Organizational Go Kit Contents

Records, files and material that will be necessary when relocating to an alternate site:

Item	Organizational Unit	Location	Quantity	Maintenance Date / INL.
COOP Plan			1	
Communication equipment	ITD Cell Phones		1	
Computer equipment	Laptop		1	
Vital records			1	
Contact list, state phone directory			1	
Access keys, code				
Map to alternate facility			1	

Division of Motor Vehicles

Address

City, Zip Code

Telephone Number

Order of Succession, Delegation of Authority

- 1. Administrator, Alan Frew** – Managing operations of driver services, motor carrier registration, vehicle services program activities, port-of-entry (POE) activities, successors; coordinating emergency responses; authority delegated. Successors (in order): Division business manager, modernization program manager, Vehicle Services manager, Motor Carrier Services manager, Port of Entry manager, Automated Systems manager, Driver Services manager
Office: (208) 334-8809 **Home:** N/A **Cell phone:** N/A
Email address: Alan.Frew@itd.idaho.gov
- 2. Driver Services Manager, Pending; temporarily filled on rotating schedule**, full, delegated authority. Successors (in order): Driver licensing program supervisor, driver records program specialist, driver’s license program specialist (Class D), driver’s license program specialist (CDL)
Office: N/A **Home:** N/A **Cell phone:** N/A
Email address:
- 3. Amy Smith**, Vehicle Services Manager, full, delegated authority. Successors (in order): DMV Administrator, Division Business Manager, Titles Program specialist, Registration Program specialist, Dealer Operations Program supervisor, Driver Services manager, Commercial Vehicle Services manager, Port of Entry manager.
Office: (208) 334-8660 **Home:** N/A **Cell phone:** N/A
Email address: Amy.Smith@itd.idaho.gov
- 4. Reymundo Rodriguez, Manager**, Motor Carrier Services, full authority. Successors: Motor Carrier supervisor(s), IRP Supervisor, Full Fee supervisor, Over-Legal supervisor
Office: (208) 334-8699 **Home:** N/A **Cell phone:** N/A
E-mail address: reymundo.rodriquez@itd.idaho.gov
- 5. Bonnie Fogdall, Business Operations Manager**, full, delegated authority. Successors (in order): DMV Automated Systems manager, DMV Business Operations specialist, DMV Projects/Grants officer, Modernization Program manager
Office: (208)-334-8889 **Home:** N/A **Cell phone:** N/A
E-mail address: bonnie.fogdall@itd.idaho.gov

6. **Randi Bristol-Hogue, DMV Automated Systems Manager**, full, delegated authority.
 Successors (in order): DMV business manager, ASM project coordinator, DMV help desk lead
Office: (208) 334-8133 **Home:** N/A **Cell phone:** N/A
E-mail address: Randi.bristol-hogue@itd.idaho.gov

7. **Pat Carr, POE Manager** – Full, delegated authority. Successors (in order): POE area supervisor, POE senior inspector, Motor Carrier Services manager
Office: (208) 334-4426 **Home:** N/A **Cell phone:** N/A
E-mail address: pat.carr@itd.idaho.gov

8. **Ed Pemble, Modernization Program Manager, Full, delegated authority.**
Office: (208) 334-8490 **Home:** xxx-xxx-xxx **Cell phone:** N/A
E-mail address: Ed.Pemble@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV Vehicle Services & Driver Services</p> <p>Function: Provide Motor Vehicle and Driver Records</p> <p>Description: Providing vehicle and driver records to law enforcement agencies via ILETS/NLETS is a critical function that must be available to these users in order to effectively address critical situations involving vehicles and drivers in a timely manner.</p> <p>Providing vehicle and driver records for other users and customers is less critical and urgent. A 30-day time frame would be sufficient for these users and customers.</p> <p>Customer(s) served: General public, law enforcement agencies in Idaho and other states, county agents, other governmental entities, insurance companies, dealers, financial agencies, and vehicle and driver record providers.</p> <p>Support required: Law enforcement agencies will require use of ILETS/NLETS to access vehicle and driver records. Access for other users and customers will need to be provided through Datapoint, Extra, and through Access Idaho's web applications.</p>	0-24 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV Vehicle Services</p> <p>Function: Registrations - Renewals</p> <p>Description: Actions would depend on the nature of the disaster. If it appears that automated systems will not be restored within three days, communication needed within 12 hours to law enforcement agencies by an all-points bulletin via ILETS/NLETS as well as communication to county agents and a public announcement informing all that the expiration date for registrations has been extended by 60 days.</p> <p>Instruct counties to not issue manual registration renewals or collect fees for counter customers, and to only issue manual registration documents if associated fees are received by mail, per current Vehicle Services Manual procedures.</p> <p>Customer(s) served: General public, law enforcement agencies in Idaho and other states, county agents.</p> <p>Support required: Telephone support must be provided to county agents; may need support from ETS to provide telephone services from alternate facility. Will need support from ETS to provide connectivity to ITD's networks for county</p>	0-12 hours	Medium

agents to enable electronic transactions as soon as possible.		
---	--	--

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV Vehicle Services</p> <p>Function: Titles</p> <p>Description: County agents already know that when the system is down, they are to process new title applications manually.</p> <p>Customer(s) served: General public, dealers, financial agencies, county agents. Fee processing would need to occur manually; procedures need to be provided to the counties to have on hand. Transaction entry and fee receipting on system would occur when system is operable.</p> <p>Support required: Telephone support must be provided to county agents; may need support from ETS to provide telephone services from alternate facility. Will need support from ETS to provide connectivity to ITD's networks for county agents to enable electronic transactions as soon as possible.</p>	0-12 hours	Medium

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV Vehicle Services</p> <p>Function: Dealer Inspections and Audits</p> <p>Description: Continue to conduct dealer inspections and audits as scheduled. Maintain manual records and file in dealer file until such time automated systems are functional.</p> <p>Customer(s) served: Automobile dealers</p> <p>Support required: None.</p>	Indefinite	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV Vehicle Services</p> <p>Function: Dealer and Salesman Licenses</p> <p>Description: Verify dealer and salesmen license applications manually Receipt in money manually and enter applications and fees on system when available.</p> <p>Customer(s) served: Dealers and salesmen.</p> <p>Support required: None.</p>	Indefinite	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV Vehicle Services</p> <p>Function: Title Investigations and Vehicle Identification</p> <p>Description: Continue to conduct title investigations and perform vehicle identification as requested. Receipt in any money collected manually and enter on system when available.</p> <p>Customer(s) served: Dealers, general public.</p> <p>Support required: None.</p>	Indefinite	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV Port of Entry</p> <p>Function: Monitor Size and Weight of Commercial vehicles, safety of equipment and drivers of commercial vehicles.</p> <p>Description: Port of Entry provides this function at fixed ports and portable sites on highways throughout the state. In the advent of a fixed port being disabled personnel will utilize portable scales and equipment of roving units to monitor vehicles on the affected highway.</p> <p>Customer(s) served: Commercial motor carriers, general public.</p> <p>Support required: Connectivity to network and mainframe helpful.</p>	1-30 days	Medium

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV Port of Entry</p> <p>Function: Issue temporary registration and fuel permits, temporary weight increase permits, hazardous material endorsements, and annual over legal permits.</p> <p>Description: Port of Entry issues these permits at all its fixed and portable sites throughout the state. In the event of a network database failure manual written permits will be issued.</p> <p>Customer(s) served: Commercial motor carriers, general public.</p> <p>Support required: Connectivity to network and mainframe.</p>	45 days	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV Port of Entry</p> <p>Function: Issue commercial vehicle registration.</p> <p>Description: Port of Entry issues registrations and credential to commercial vehicles. In the event of disruption of service Port of Entry will follow lead and direction of DMV Motor Carrier Service.</p> <p>Customer(s) served: Commercial motor carriers</p> <p>Support required: Connectivity to network and mainframe.</p>	45 days	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV MCS (Motor Carrier Services)</p> <p>Function: Interstate Registrations-New (No Current Credentials)</p> <p>Description: MCS would manually record applications and issue 45-day temporaries. We would estimate and collect fees, also we would contact 3rd party for disaster-recovery procedure implementation.</p> <p>Customer(s) served: Commercial Motor Carriers</p> <p>Support required: Connectivity to network and mainframe.</p>	45 days	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV MCS</p> <p>Function: Interstate Registrations-Renewals</p> <p>Description: MCS would extend current registrations for 60 Days, we would not collect fees at the time. We would send a notification letter to IRP Inc. & contact system vendor/IRP vendor for disaster-recovery procedure implementation.</p> <p>Customer(s) served: Commercial Motor Carriers</p> <p>Support required: Connectivity to network and mainframe.</p>	60 days	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV MCS</p> <p>Function: Intrastate Registrations- New (No Current Credentials)</p> <p>Description: MCS would manually record applications and issue 45-day temporaries. We would collect fees according to schedule.</p> <p>Customer(s) served: Commercial Motor Carriers</p> <p>Support required: Connectivity to network and mainframe.</p>	45 days	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV MCS</p> <p>Function: Intrastate Registrations- Renewals</p> <p>Description: MCS would extend current registrations for 60 days and we would not collect fees. We would send an extension letter to carriers to notify them of the extension.</p> <p>Customer(s) served: Commercial Motor Carriers</p> <p>Support required: Connectivity to network and mainframe.</p>	60 days	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV MCS</p> <p>Function: Hazardous Materials Endorsements/Waste Permits</p> <p>Description: MCS would manually record applications and issue endorsements/permits as needed. Fees would be collected.</p> <p>Customer(s) served: Commercial Motor Carriers</p> <p>Support required: Connectivity to network and mainframe.</p>	7 days	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV MCS</p> <p>Function: Temporary Trip Permits</p> <p>Description: MCS would manually record applications and issue permits as needed. Fees would be collected.</p> <p>Customer(s) served: Commercial Motor Carriers</p> <p>Support required: Connectivity to network and mainframe.</p>	60 days	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV MCS</p> <p>Function: Annual Over-Legal Permits-New (No Current Credentials)</p> <p>Description: MCS would manually record applications and issue permits as needed. Fees would be collected.</p> <p>Customer(s) served: Commercial Motor Carriers</p> <p>Support required: Connectivity to network and mainframe.</p>	60 days	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV MCS</p> <p>Function: Annual Over-Legal Permits-Renewals</p> <p>Description: MCS would extend current credentials for 60 days, an extension letter would be sent out to customers and POE. No fees would be collected.</p> <p>Customer(s) served: Commercial Motor Carriers</p> <p>Support required: Connectivity to network and mainframe.</p>	60 days	Low

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>DMV MCS</p> <p>Function: Single Trip Permits</p> <p>Description: MCS would manually record application and issue credentials. Coordination with ITD Bridge would be required to obtain safe travel routes for over-legal vehicles.</p> <p>Customer(s) served: Commercial Motor Carriers</p> <p>Support required: Connectivity to network and mainframe.</p>	0-6 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Administration</p> <p>Function: Cash Drawer</p> <p>Description: This application is used for collecting fees prior to sending paperwork for processing by appropriate business area. This is used by all DMV business areas.</p> <p>Customer(s) served: Idaho citizens and anyone needing Idaho DMV services.</p> <p>Support required: Cash Drawer application and database must be online as well as credit card processing.</p>	0-6 hours	High

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Vehicle services			
Vehicle registrations	Legal & financial	Electronic	Mainframe database/coal
Titles	Legal & financial	Electronic	Mainframe database/coal
Dealer inspections and audits	Legal & financial	Electronic	Mainframe database/coal
Dealer and salesman licenses	Legal & financial	Electronic	Mainframe database/coal
Title investigation & vehicle identification	Legal & financial	Electronic	Mainframe database/coal
License plate number/availability data	Legal & financial	Electronic	Network drive/Dept. Of Correction
Documentation	Legal & financial	Electronic, cd, & microfilm	ITD document image server (file 360) & room 121 (cd & microfilm)
Online insurance records	Legal & financial	Electronic	Mainframe database/coal

Driver services			
Driver licensing & identification cards	Legal & financial	Electronic	Mainframe Database/coal
Driver records	Legal & financial	Electronic	Mainframe Database/coal
DDL images (portrait & signatures)	Legal & financial	Electronic	Windows server
Driver testing records	Legal & financial	Electronic	Windows server
ALS hearings	Legal & financial	Electronic	Public folders & ITD document image server & file 360
Documentation	Legal & financial	Electronic, cd, and microfilm	ITD document image server & room 121 (cd & microfilm)

Motor Carrier Services and Ports of Entry			
Interstate Registrations	Legal & Financial	Electronic	Mainframe Database
Intrastate Registrations	Legal & Financial	Electronic	Mainframe Database
Hazardous Materials Endorsement	Legal & Financial	Electronic	Mainframe Database
Hazardous Waste Permit	Legal & Financial	Electronic	Mainframe Database
Temporary Permits	Legal & Financial	Electronic	Mainframe Database
Annual Over-Legal Permits	Legal & Financial	Electronic	Mainframe Database
Single Trip Permits	Legal & Financial	Electronic	Mainframe Database
Western Regional Single Trip Permits	Legal & Financial	Electronic	Mainframe Database
Documentation	Legal & Financial	Electronic	Mainframe Database

Critical Assets

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
NW HQ Building	HQ	Loss of office space; go to alternate facility	Yes
Servers/Data room	ETS	Loss of functionality to perform business processes	Yes – disaster recovery plan
POE Sites	Varies	Loss of ability to perform business processes at given site; go to alternate facility	Yes
Microfiche room	DMV Hallway, Room #121	Loss physical documentation; go to alternate storage (digital)	Yes
Equipment (computers, copiers/printers, phones)	Throughout HQ and POE locations	Loss of ability to perform business processes – look at borrowed equipment	Yes
Vehicles – Rovers, emergency cars and Motor Vehicle Inspection vehicles	Varies by POE location	Loss of ability to perform mobile business processes and loss of ability to pursue or assist transportation/emergency situations	Yes
Portable scales	In Rover vehicles and in the West portion of the BSM building.	Loss of ability to perform mobile business processes	Yes
Records/files in paper format	Throughout HQ	Permanent loss of physical documentation	No
Fixed-location generator	East Boise POE	Supplement with portable generator	Yes

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address

District 1

600 W. Prairie Ave.,
Coeur d'Alene, Idaho 83815-8764
Phone: (208) 772-1200

Order of Succession, Delegation of Authority

1. Damon Allen, District Engineer – Operational authority for managing division / district; successors; coordinating emergency responses

Office: (208) 772-1201 **Home:** (208) 687-9185 **Cell phone:** (208) 819-5111
Email address: *damon.allen@itd.idaho.gov*

2. Jason Minzghor – Full authority (delegated)

Office: (208) 772-1224 **Home:** (208) 765-0605 **Cell phone:** (208) 775-9124
Email address: *jason.minzghor@itd.idaho.gov*

3. Marvin Fenn – Full authority (delegated)

Office: (208) 772-1208 **Home:** (208) 762-7638 **Cell phone:** (208) 659-0029
Email address: *marvin.fenn@itd.idaho.gov*

4. Keith Viebrock – Full authority (delegated)

Office: (208) 772-1255 **Home:** (208) 699-2358 **Cell phone:** (208) 699-2358
E-mail address: *keith.viebrock@itd.idaho.gov*

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
District 1	0-12 hours	High
Function: Winter Maintenance	0-12 hours	High
Function: HazMat Response	0-12 hours	Medium
Function: Reestablish Traffic Flow due to: <ul style="list-style-type: none"> • Loss of highway infrastructure • Loss of building infrastructure <ol style="list-style-type: none"> 1. Regional 2. Local 	12 hours – 30 days	Medium
Function: Reestablish Internal Essential Services <ul style="list-style-type: none"> • General Administration • Contract Administration • Project Development • Maintenance • Support Services 	12 hours – 30 days	Medium

Alternate Facilities

Alternative Facility No. 1

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
D-1 Maintenance and Crafts			N/A	Telephones Cell phone access Office equipment Computers Partitions Network access Back-up power

Alternative Facility No. 2

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Kootenai County Emergency Operations Center	Good; critical staff	Kootenai County	No	Telephones Cell phone access Office equipment Computers Partitions Network access Back-up power

Alternative Facility No. 3

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Department of Lands, Region 1 Headquarters	Minimal; Critical staff only	State of Idaho, Department of Lands	MOU pending	Telephones Cell phone access Office equipment Computers Network access Back-up power Parking Data security Personal security

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
D-1 Football	Emergency	Electronic	District Engineer
Delegation of Authority	Emergency	Electronic	Headquarters and District 1
Orders of Succession	Emergency	Electronic	Headquarters and District 1
Manuals	Legal - Engineering	Electronic, paper	Headquarters and District 1
Agreements, MOUs, contracts	Legal	Paper	District 1
As-built plans	Engineering	Paper	District 1
Human Resources	Legal	Electronic, paper	Headquarters and District 1

Organizational Go Kit Contents

Records, files, and material that will be necessary when relocating to an alternate site:

Item	Organizational Unit	Location	Quantity	Maintenance Date / INL.
COOP Plan	DE	DE, ADE, DME	3	11/5/15
Communication Equipment	D1	Various	Multiple	11/5/15
Computer Equipment	D1 IS	Various	Multiple	11/5/15
Vital Records	D1 Files	Various	Multiple	11/5/15
Contact List	D1 Files	Various	Multiple	11/5/15
Access Keys, Code	DME, DBM	DME Office, Supply	Multiple	11/5/15
Map to facility	D1 Files	Various	Multiple	11/5/15

Interoperable Communications

Vital records that will be needed at an alternate location:

Communication Mode	Current Provider	Alternate Provider	#1 Alternate Communication	#2 Alternate Communication
Wireless Radio System	BOC	None		
Phone System	Verizon	None		
Cellular phones	Verizon	None		
Fax Lines	Verizon	None		
PDA/Blackberry System	Verizon	None		
Satellite Phones	Verizon	None		
Pagers	None	None		
Email System	ITD IS	None		
ITD Employee Hotline	Dep't of Communications	None	Phone tree calling list	
Internet	ITD IS	None		
Intranet	ITD IS	None		
511 System	ITD Castle Rock Iowa DOT	None		
Data Network	ITD IS	None		
Wireless Data Points	ITD IS	None		
GETS Program	Fed Gov.	None		
Amateur Radio	None	None		
Power Source	Avista	ITD HQ Gen		

Satellite phones

Wally Brown, TSEA

Maintenance TSEA office

Phone service provided by Kootenai County EMS

Phone number: (254) 241-9080

Critical Assets

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
Veteran's Memorial Bridge	I-90, Coeur d'Alene	Earthquake/Attack	
Rose Lake Bridge	SH 3, Rose Lake	Earthquake/Attack	
Sandpoint Bridge	U.S. 95, Sandpoint	Earthquake/Attack	
Oldtown Bridge	U.S. 2, Oldtown	Earthquake/Attack	
Moyie River Bridge	U.S. 2, Bonners Ferry	Earthquake/Attack	
Bonners Ferry Bridge	U.S. 95, Bonners Ferry	Earthquake/Attack	

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Wally Brown	TSEA	(208) 772-1225	(208) 265-4334	(208) 215-0833	wally.brown@itd.idaho.gov
George Shutes	TTP	(208) 267-3531	(208) 267-7076	(208) 661-9028	George.shutes@itd.idaho.gov
Shannon Thornton	TTP	(208) 263-3412	(208) 683-2355	(208) 699-2353	Shannon.thornton@itd.idaho.gov
Gary Sjogren	TTP	(208) 744-1276	N/A	(208) 446-4819	Gary.sjogren@itd.idaho.gov
Ross Farrell	TTP	(208) 245-2021	N/A	(208) 568-0060	Ross.farrell@itd.idaho.gov
Marc Johnson	TTP	(208) 772-1250	N/A	(208) 699-2350	Marc.johnson@itd.idaho.gov
Dave Palmer	TTP	(208) 772-1267	(208) 818-7009	(208) 661-9018	Dave.palmer@itd.idaho.gov
Tom Klopman	TTP	(208) 263-3412	N/A	(208) 290-6074	Thomas.klopman@itd.idaho.gov
Roy Clark	TTS	(208) 772-1299	(208) 765-6930	(208) 699-2677	Roy.clark@itd.idaho.gov
Ryan Hawkins	Traffic Engineer	(208) 772-1218	N/A	(208) 446-9313	Ryan.hawkins@itd.idaho.gov
Scotty Fellom	Bus. Manager	(208) 772-1202	N/A	(208) 819-4307	Scotty.fellom@itd.idaho.gov
Karen Podsaid	HRA	(208) 772-1233	N/A	(208) 215-6963	Karen.podsaid@itd.idaho.gov
Jon Orchard	ITS	(208) 772-1262			Jonahan.orchard@itd.idaho.gov

District 2

2600 Frontage Road / P.O. Box 837
Lewiston, Idaho 83501-0837
Phone: (208) 799-5090 Fax: (208) 799-4301

Order of Succession, Delegation of Authority

1. **Dave Kuisti, District Engineer** – Operational authority for managing district; successors; coordinating emergency responses
Office: (208) 799-4200 **Home:** (208) 413-9521 **Cell phone:** (208) 272-0547
Email address: dave.kuisti@itd.idaho.gov **Radio:** 200
2. **Doral Hoff, Engineering Manager** – Assumed, full authority for successors
Office: (208) 799-4201 **Home:** (208) 750-1809 **Cell phone:** (208) 750-5473
Email address: doral.hoff@itd.idaho.gov
3. **Bob Schumacher, Operations Manager** – Assumed, full authority for successors
Office: (208) 799-4255 **Home:** (208) 816-1793 **Cell phone:** (208) 413-2591
Email address: bob.schumacher@itd.idaho.gov
4. **Joe Schacher, Resident Engineer** – Assumed, full authority for successors
Office: (208) 799-4233 **Home:** (208) 743-9238 **Cell phone:** (208) 413-2299
E-mail address: joe.schacher@itd.idaho.gov
5. **Curtis Arnzen, Project Development Engineering**, Assumed, full authority for successors
Office: (208) 799-4222 **Home:** None **Cell phone:** (208) 413-2021
E-mail address: curtis.arnzen@itd.idaho.gov
6. **Roy Hill, Transportation Staff Engineer Assistant, Resident Engineer** – Assumed, full authority for successors
Office: (208) 799-4256 **Home:** (208) 983-5648 **Cell phone:** (208) 553-1229
E-mail address: roy.hill@itd.idaho.gov
7. **Damon Allen, District 1 Engineer** – Assumed, full authority for successors
Office: (208) 772-1201 **Home:** (208) 687-9185 **Cell phone:** (208) 819-5111
E-mail address: damon.allen@itd.idaho.gov **Radio:**

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
MAINTENANCE		
Maintain a safe federal-aid highway system for the traveling public.	0-12 hours	High
Aid state and local agencies if necessary to protect human life and property.	0-12 hours	High
Communication, internal and/or external, in emergency situations.	0-12 hours	High
Provide materials and supplies to support emergency operations.	13 hours – 1 week	Medium
Maintain equipment to an operable condition.	13 hours – 1 week	Medium

Alternate Facilities

Alternative Facility No. 1

LOCATION	STAFF CAPACITY	OWNER	AGREEMENT SECURED?	SUPPORT AMENITIES
ITD Moscow Maintenance 709 W. Palouse River Drive Moscow, ID 83843 (208) 882-5125		ITD District 2	N/A	Telephones Cell phone access Office equipment Computers Network access Back-up power Parking Data security Personal security

Alternative Facility No. 2

LOCATION	STAFF CAPACITY	OWNER	AGREEMENT SECURED?	SUPPORT AMENITIES
ITD Grangeville Maintenance 303 Grangeville Truck Route Grangeville, ID 83530 (208) 983-1140		ITD, District 2	N/A	Telephones Cell phone access Office equipment Computers Network access Back-up power Parking Data security Personal security

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Emergency Football	Emergency Operations	Hard Copy and thumb drive in briefcase	District Office
COOP Plan	Emergency Operations	Hard Copy manual	District Office
Personnel & Payroll	Legal and Financial	Electronic	District Office and Headquarters
As-Built and Standard Drawings	Engineering	Hard & Electronic Copies	District Office and Headquarters
ITD Manuals on CD	Emergency Operations	Electronic/CD	All Supervisors Office Location

Organizational Go Kit Contents

Records, files, and material that will be necessary when relocating to an alternate site:

Item	Organizational Unit	Location	Quantity	Maintenance Date / Initial
COOP Plan	Administration & Maintenance	Lewiston, Moscow & Grangeville	All Supervisors	
Communication Equipment	Administration & Maintenance	Lewiston, Moscow & Grangeville	Variable	
Computer Equipment	Administration & Maintenance	Lewiston, Moscow & Grangeville	Variable	
Vital Records	Administration	Lewiston & Boise	Variable	
Contact List	Administration	Lewiston	Variable	
Access Keys, Code	Supply & Administration	Lewiston	Variable	
Map to facility	Administration	Lewiston	Variable	

District 2 Personnel Directory

(effective 10-9-15)

List essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

State Communications	1-888-575-2666	Home Phone	Cell Phone	Radio #
Dave Kuisti	Work: (208) 799-4200	Home: (208) 413-	Cell: (208) 272-0547	Radio: 200
Doral Hoff	Work: (208) 799-4201	Home: (208) 750-1809	Cell: (208) 750-5473	Radio: 205
Bob Schumacher	Work: (208) 799-4255	Home: (208) 816-1793	Cell: (208) 413-2591	Radio:
Joe Schacher	Work: (208) 799-4233	Home: (208) 743-9238	Cell: (208) 413-2591	Radio:
Curtis Arnzen	Work: (208) 799-4222	Home:	Cell: (208) 413-2021	Radio: 208
Roy Hill	Work: (208) 799-4256	Home: (208) 983-5648	Cell: (208) 553-1229	Radio:
Damon Allen	Work: (208) 772-1201	Home: (208) 687-9185	Cell: (208) 819-5111	Radio:
Administration				
Maggi Alsager	Work: (208) 799-4202	Home:	Cell:	Radio: 28
Dennis Lenz	Work: (208) 799-4206	Home:	Cell:	Radio: 28
Information Technology				
Catherine (Kati) Young	Work: (208) 799-4210	Home:	Cell:	Radio:
220 Lewiston Maint.				
Nick Rales	Work: (208) 799-4277	Home:	Cell: (208) 553-0586	Radio: 220
JR Grotjohn	Work: (208) 799-4277	Home:	Cell:	Radio: 222
	Work: (208) 799-4277	Home:	Cell:	Radio:
Jeff Sanford	Work: (208) 799-4277	Home:	Cell: (208) 582-2430	Radio: 227
Charles Faires	Work: (208) 799-4277	Home:	Cell: (208) 553-1559	Radio: 228-1
Kevin Steele	Work: (208) 799-4277	Home: (208) 743-5775	Cell: (208) 553-7154	Radio: 229
Nelson Huddleston	Work: (208) 799-4277	Home:	Cell: (208) 553-8284	Radio: 228
Jeff Davis	Work: (208) 799-4277	Home:	Cell: (208) 413-0666	Radio: 226-1
Bovill Mtce (220)				
Mike Allen	Work: (208) 826-3341	Home: (208) 826-3291	Cell: (208) 301-4200	Radio: 221
Duane Linderman	Work: (208) 826-3341	Home: (208) 826-3356	Cell:	Radio: 224
Evan Roberts	Work: (208) 826-3341	Home:	Cell: (208) 877-1355	Radio:
Kyle Bogar	Work: (208) 826-3341	Home:	Cell: (208) 553-6338	Radio: 223
240 Moscow Mtce.				
Bud Converse	Work: (208) 882-5125	Home: (208) 669-4545	Cell: 509-336-1671	Radio: 240
Rex Williams	Work: (208) 882-5125	Home: (509) 330-1662	Cell: (509) 336-3693	Radio: 242
Joe Hodge	Work: (208) 882-5125	Home: (208) 882-5461	Cell: (208) 305-906X	Radio: 244

Kameron Allen	Work: (208) 882-5125	Home: (208) 874-	Cell:	Radio: 242-2
Tim Frisbey	Work: (208) 882-5125	Home: (208) 883-	Cell: (208) 336-3093	Radio: 245
Jole Wells	Work: (208) 882-5125	Home: (208) 310-	Cell:	Radio: 246
Ron Konen	Work: (208) 882-5125	Home: (208) 882-	Cell: (208) 336-0845	Radio: 247
Dave Vance	Work: (208) 882-5125	Home: (208) 883-	Cell: (208) 816-6846	Radio: 242-3
Potlatch Mtce (240)				
Ty Winther	Work: (208) 875-0414	Home:	Cell:	Radio:
Walter Sapp	Work: (208) 875-0414	Home:	Cell:	Radio:
Seth Richmond	Work: (208) 875-0414	Home:	Cell:	Radio:
Lonnie Crume	Work: (208) 875-0414	Home:	Cell:	Radio:
Brad Rode	Work: (208) 875-0414	Home:	Cell:	Radio:
Melvin Moore	Work: (208) 875-0414	Home:	Cell:	Radio:
250 Craigmont Mtce.				
Lee Linabary	Work: (208) 924-5602	Home: (208) 924-	Cell: (208) 553-6485	Radio: 250
Tony Westfall	Work: (208) 924-5602	Home:	Cell:	Radio:
Rick Vance	Work: (208) 924-5602	Home:	Cell:	Radio:
Tim Gifford	Work: (208) 924-5602	Home:	Cell:	Radio:
Steve Momont	Work: (208) 924-5602	Home:	Cell:	Radio:
Kooskia Mtce (250)				
Sam McFeron	Work: (208) 926-4670	Home:	Cell:	Radio:
Mark Busse	Work: (208) 926-4670	Home:	Cell:	Radio:
Adam Gardiner	Work: (208) 926-4670	Home:	Cell:	Radio:
260 Lochsa				
Mark Schuster	Work: (208) 926-4670	Home: (208) 926-	Cell: (208) 816-6574	Radio: 260
Jeff Day	Work: (208) 926-4483	Home:	Cell:	Radio:
John Richmond	Work: (208) 926-4483	Home:	Cell:	Radio:
Dirk Wambold	Work: (208) 926-4483	Home:	Cell:	Radio:
Kooskia Mtce. (260)				
Jay Glover	Work: (208) 926-4670	Home:	Cell:	Radio:
Eric Nelson	Work: (208) 926-4670	Home:	Cell:	Radio:
Dana Graves	Work: (208) 926-4670	Home:	Cell:	Radio:
Carl Wilsey	Work: (208) 926-4670	Home:	Cell:	Radio:
Henry Bailey	Work: (208) 926-4670	Home:	Cell:	Radio:
Phillip Burnett	Work: (208) 926-4670	Home:	Cell:	Radio:
270 Orofino Maint.				
Blake Thompson	Work: (208) 476-4433	Home: (208) 476-	Cell: (208) 553-6343	Radio: 270
	Work: (208) 476-4433	Home:	Cell:	Radio:
Gerald Rieman	Work: (208) 476-4433	Home:	Cell:	Radio:

Don Cochran	Work: (208) 476-4433	Home:	Cell:	Radio:
Randy Gordon	Work: (208) 476-4433	Home:	Cell:	Radio:
Curt Stoker	Work: (208) 476-4433	Home:	Cell:	Radio:
Jim Reilly	Work: (208) 476-4433	Home:	Cell:	Radio:
Eve Arneson	Work: (208) 476-4433	Home:	Cell:	Radio:
Weippe (270)				
Rick Evans	Work: (208) 435-4313	Home:	Cell:	Radio:
John Trammell	Work: (208) 435-4313	Home:	Cell:	Radio:
Matt Coon	Work: (208) 435-4313	Home:	Cell:	Radio:
290 Grangeville Mtce				
David Fraser	Work: (208) 983-1140	Home: (208) 983-	Cell: (208) 553-6753	Radio: 290
Stanley Orcutt	Work: (208) 983-1140	Home:	Cell:	Radio:
Charlie Dreadfulwater	Work: (208) 983-1140	Home:	Cell:	Radio:
Blaine Palmer	Work: (208) 983-1140	Home:	Cell:	Radio:
Zachary Phoenix	Work: (208) 983-1140	Home:	Cell:	Radio:
Jim Welborn	Work: (208) 983-1140	Home:	Cell:	Radio:
Bret Edwards	Work: (208) 983-1140	Home:	Cell:	Radio:
Barry Kretschmer	Work: (208) 983-1140	Home:	Cell:	Radio:
Trevor Legg	Work: (208) 983-1140	Home:	Cell:	Radio:
Lucile Mtce. (290)				
Bruce Bovey	Work:	Home:	Cell:	Radio:
John McCauley	Work:	Home:	Cell:	Radio:
Robert Beck	Work:	Home:	Cell:	Radio:
Traffic Services				
Rod Parsells	Work: (208) 799-4276	Home:	Cell: (208) 553-8037	Radio: 212
Kyle Way	Work: (208) 799-4276	Home:	Cell:	Radio:
Dan Potter	Work: (208) 799-4276	Home:	Cell:	Radio:
Bill Steele	Work: (208) 799-4276	Home:	Cell:	Radio:
Allen Amundson	Work: (208) 799-4276	Home:	Cell:	Radio:
Kevin Allen	Work: (208) 799-4276	Home:	Cell:	Radio:
Rick Funk	Work: (208) 799-4276	Home:	Cell:	Radio:
Terry Holthaus	Work: (208) 799-4276	Home:	Cell:	Radio:
Jim Lockart	Work: (208) 799-4276	Home:	Cell:	Radio:
J.J. Johnson	Work: (208) 799-4276	Home:	Cell:	Radio:
Jonathon Rice	Work: (208) 799-4276	Home:	Cell:	Radio:
Structures/Fleet/Veg	Work:	Home:	Cell:	Radio:
Roy Hill	Work: (208) 799-4256	Home:	Cell:	Radio:
Richard Baerlocher	Work: (208) 799-4256	Home:	Cell:	Radio:
	Work: (208) 799-4256	Home:	Cell:	Radio:

Matt Evans	Work: (208) 799-4256	Home:	Cell:	Radio:
------------	----------------------	-------	-------	--------

Shop				
Don Day	Work: (208) 799-4267	Home:	Cell:	Radio:
Brian Meisner	Work: (208) 799-4267	Home:	Cell:	Radio:
Craig Snyder	Work: (208) 799-4267	Home:	Cell:	Radio:
Scott Hasenoehrl	Work: (208) 799-4267	Home:	Cell:	Radio:
Luke Rice	Work: (208) 799-4267	Home:	Cell:	Radio:
Terry Gulliksen	Work: (208) 799-4267	Home:	Cell:	Radio:
Josh Allen	Work: (208) 799-4267	Home:	Cell:	Radio:
Leon Thornton	Work: (208) 799-4267	Home:	Cell:	Radio:
Materials				
Chad Clawson	Work: (208) 799-4218	Home:	Cell:	Radio:
Brian Bannan	Work: (208) 799-4267	Home:	Cell:	Radio:
Jason Armstrong	Work: (208) 799-4267	Home:	Cell:	Radio:
Don Armstrong	Work: (208) 799-4267	Home:	Cell:	Radio:
Steve Taylor	Work: (208) 799-4267	Home:	Cell:	Radio:
Residency				
Joe Schacher	Work: (208) 799-4233	Home:	Cell:	Radio:
Erik Kokernak	Work: (208) 799-4233	Home:	Cell:	Radio:
Paula Pintar	Work: (208) 799-4233	Home:	Cell:	Radio:
Chuck Osterberg	Work: (208) 799-4233	Home:	Cell:	Radio:
Robert Gordon	Work: (208) 799-4233	Home:	Cell:	Radio:
Adrian Moody	Work: (208) 799-4233	Home:	Cell:	Radio:
Supply				
Kathy Staab	Work: (208) 799-4264	Home:	Cell:	Radio:
Doug Gludt	Work: (208) 799-4264	Home:	Cell:	Radio:
Bill Foust (DRI)	Work: (208) 799-4264	Home:	Cell:	Radio:
Traffic				
Jared Hopkins	Work: (208) 799-4238	Home:	Cell:	Radio:
Paul Frei	Work: (208) 799-4238	Home:	Cell:	Radio:
Shane Niemela	Work: (208) 799-4238	Home:	Cell:	Radio:
Tim Long	Work: (208) 799-4238	Home:	Cell:	Radio:
Dale Moore	Work: (208) 799-4238	Home:	Cell:	Radio:
Vladimir Borek	Work: (208) 799-4252	Home:	Cell:	Radio:
Environmental				
Shawn Smith	Work: (208) 799-4268	Home:	Cell:	Radio:
Neal Scott	Work: (208) 799-4250	Home:	Cell:	Radio:

Trainer Specialist				
Frank Allen	Work: (208) 799-4242	Home:	Cell:	Radio:
TAMS/HazMat				
Kelvin Murphy	Work: (208) 799-4251	Home:	Cell:	Radio:
Safety/Disaster				
Mike Ahlers	Work: (208) 799-4208	Home: (208) 790-0076	Cell: (208) 790-0076	Radio: 201-2

Rapid Recall List for Operations

Source	1st Level Contact for help	2nd Level Contact for help		Third Level Contact for help
Lewiston Nick Rales (208) 799-4277	Moscow	D2 Operations Engineer Bob Schumacher 209-799-4255		D1 Operations Engineer Jason Minzghor (208) 772-1224
	Craigmont			
	Orofino			
Moscow Bud Converse (208) 882-5125	Lewiston			
	Orofino			
	Craigmont			
Craigmont Lee Linabary (208) 924-5602	Lochsa			
	Grangeville			
	Lewiston			
Lochsa Mark Schuster (208) 926-4670	Craigmont			
	Orofino			
	Grangeville			
Orofino Blake Thompson (208) 476-4433	Lewiston			
	Craigmont			
	Lochsa			
Grangeville David Fraser (208) 983-1140	Craigmont			
	Lochsa			
	Orofino			
				D3 Operations Engineer Jason Brinkman (208) 334-8303

CDL Holders in District 2

Kevin Allen	Mike Allen	Joshua Allen	Kameron Allen
Allen Amundson	Don Armstrong	Jason Armstrong	Eve Arneson
Richard Baerlocher	Henry Bailey	Robert Beck	Kyle Bogar
Bruce Bovey	Phil Burnett	Mark Busse	Don Cochran
Bud Converse	Matt Coon	Lonnie Crume	Jeff Davis
Jeff Day	Don Day	Charley Dreadfulwater	Brett Edwards
Matt Evans	Rick Evans	Charles Faires	Bill Foust
David Fraser	Tim Frisbey	Richard Funk	Adam Gardiner
Tim Gifford	Jay Glover	Randy Gordon	Dana Graves
JR Grotjohn	Terry Gulliksen	Scott Hasenoehrl	Roy Hill
Joe Hodge	Terry Holthaus	Jim Johnson	Ron Konen
Barry Kretschmer	Trevor Legg	Terry Linabary	Duane Linderman
James Lockart	John McCauley	Samuel McFeron	Brian Meisner
Stephan Momont	Melvin Moore	Dale Moore	Ron Moss
Eric Nelson	Shane Niemela	Stanley Orcutt	Charles Osterberg
Blaine Palmer	Rod Parsells	Zach Phenix	Dan Potter
Nick Rales	James Reilly	Luke Rice	Jon Rice
Seth Richmond	John Richmond	Jerry Reiman	Evan Roberts
Brad Rode	Walt Sapp	Mark Schuster	Craig Snyder
Mitch Stachowsky	Bill Steele	Kevin Steele	Curt Stoker
Steve Taylor	Blake Thompson	Leon Thornton	John Trammell
Dave Vance	Rick Vance	Dirk Wambold	Kyle Way
Jim Welborn	Jole Wells	Tony Westfall	Rex Williams
Carl Wilsey	Ty Winther		

District 3

8150 Chinden Boulevard, P.O. Box 8028

Boise, Idaho 83714-2025

Phone: (208) 334-8301

Order of Succession, Delegation of Authority

- 1. Amy Revis, District Engineer** – Operational authority for managing district; successors; coordinating emergency responses
Office: (208) 334-8301 **Home:** (360) 584-3896 **Cell phone:** (208) 954-0498
Email address: amy.revis@itd.idaho.gov
- 2. Amy Schroeder** – extent of authority (indicate if that authority is delegated or assumed)
Office: (208) 334-8302 **Home:** xxx-xxx-xxx **Cell phone:** xxx-xxx-xxx
Email address: amyschroeder@itd.idaho.gov
- 3. Jason Brinkman** – extent of authority (indicate if that authority is delegated or assumed)
Office: (208) 334-8304 **Home:** (208) 424-1971 **Cell phone:** (208) 830-9588
Email address: jason.brinkman@itd.idaho.gov
- 4. Michael Garz** – extent of authority (indicate if that authority is delegated or assumed)
Office: (208) 334-8347 **Home:** xxx-xxx-xxx **Cell phone:** (208) 869-9845
E-mail address: michael.garz@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Maintenance/Traffic Function: Maintenance/repair of roadways, bridges and traffic signals. Plowing and sanding in winter.</p> <p>Description: Inspect and restore highway infrastructure affected by event or detour traffic around it. Winter maintenance activities must continue in winter. Assist law enforcement or other emergency agencies if needed. Initiate emergency contracts with private contractors to assist or take over repairs</p> <p>Customer(s) served: Travelling public, emergency responders, commercial vehicle and goods distributors.</p> <p>Support required: ITD and state administration. Construction contractors, law enforcement, utility companies and public information representative.</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Maintenance Office/State Comm</p> <p>Function: Schedule and dispatch Maintenance and Traffic personnel. Act as clearing house for information regarding the event and other agencies' needs. Work with Homeland Security, FEMA, CDC or other agencies in a long-term situation such as a pandemic or terrorist act. Work with Red Cross and other relief agencies to care for needs of employees' dependents if they are affected.</p> <p>Description: Coordinate efforts between Maintenance sections, Traffic and other agencies. Order materials needed to affect repairs and insure equipment and personnel needs such as fuel and food. Teamwork with relief and security agencies, as well as local agencies to relieve the effects of a long-term devastating situation.</p> <p>Customer(s) served: Travelling public, emergency responders, commercial vehicle and goods distributors.</p> <p>Support required: ITD and state administration. Construction contractors, law enforcement, utility companies and public information representative.</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Supply</p> <p>Function: Materials location and purchase. Contract bidding, awarding and payment.</p> <p>Description: Provide fuel, food and highway repair materials. Procure needed materiel for maintenance and repairs such as fuel, food, culverts, concrete, asphalt, lumber, tools and protective equipment. Specialty needs such as replacement traffic lights. Keep records of transactions and contracts to make payments to vendors and contractors.</p> <p>Customer(s) served: ITD workforce, travelling public, emergency responders, commercial vehicle and goods distributors.</p> <p>Support required: ITD and state administration. Construction contractors, law enforcement, utility companies and public information representative.</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>District Management</p> <p>Function: Overall guidance of district staff. Liaison with State and Federal Government.</p> <p>Description: Reassign personnel and direct recovery efforts. Report to and receive input from State and Federal Government agencies. View the big picture.</p> <p>Customer(s) served: ITD workforce, travelling public, emergency responders, commercial vehicle and goods distributors.</p> <p>Support required: ITD and state administration. Construction contractors, law enforcement, utility companies and public information representative.</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Engineering/Design</p> <p>Function: Inspect affected transportation facilities, bridges, structures. Design fixes for damaged areas.</p> <p>Description: Examine structures and facilities suspected of sustaining damage and identify damage or reopen to use. Design needed repairs, possibly as-built.</p> <p>Customer(s) served: ITD workforce, travelling public, emergency responders, commercial vehicle and goods distributors.</p> <p>Support required: ITD and state administration. Construction contractors, law enforcement, utility companies and public information representative.</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Materials</p> <p>Function: Make state-owned and other materials sites available for repairs. Arrange contracts for processing/screening of materials.</p> <p>Description: Bring contractors to nearest available material sources, arrange for hot plant or screening operations. Keep track of material used.</p> <p>Customer(s) served: ITD workforce, travelling public, emergency responders, commercial vehicle and goods distributors.</p> <p>Support required: ITD and state administration. Construction contractors, law enforcement, utility companies and public information representative.</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Residencies, Right of Way and Port of Entry</p> <p>Function: Make Construction and Office personnel available to help with crisis. Make field inspections of repair construction.</p> <p>Description: Make construction inspectors and office help available to help with traffic control and repair operations. Help with contract arrangements. Maintain operations at ITD facilities such as fuel stations, record keeping and ensure rest areas are functional. Inspect maintenance and contract repairs.</p> <p>Customer(s) served: ITD workforce, travelling public, emergency responders, commercial vehicle and goods distributors.</p> <p>Support required: ITD and state administration. Construction contractors, law enforcement, utility companies and public information representative.</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Traffic</p> <p>Function: Make state-owned and other materials sites available for repairs. Arrange contracts for processing/screening of materials.</p> <p>Description: Maintain street lights and ITD building and facility electrical systems. Emergency striping of repaired or altered roads. Repair of downed signs.</p> <p>Customer(s) served: ITD workforce, travelling public, emergency responders, commercial vehicle and goods distributors.</p> <p>Support required: ITD and state administration. Construction contractors, law enforcement, utility companies and public information representative.</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Location</p> <p>Function: Make state-owned and other materials sites available for repairs. Arrange contracts for processing/screening of materials.</p> <p>Description: Survey of damages and repairs. Locate important features and boundaries.</p> <p>Customer(s) served: ITD workforce, travelling public, emergency responders, commercial vehicle and goods distributors.</p> <p>Support required: ITD and state administration. Construction contractors, law enforcement, utility companies and public information representative.</p>	0-12 hours	High

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
<p>Administration</p> <p>Function: Maintain payment accounts for contracts and employee wages. Obtain alternate facilities if needed.</p> <p>Description: Maintain the payroll system and assure delivery of payroll. Process and keep records of contract work and payments, as well as transfer of work and materials with other agencies. Transfer operations to alternate facilities where needed. Liaise with employees' families if they are kept away from home or families are worried about employees' welfare.</p> <p>Customer(s) served: ITD workforce, travelling public, emergency responders, commercial vehicle and goods distributors.</p> <p>Support required: ITD and state administration. Construction contractors, law enforcement, utility companies and public information representative.</p>	0-12 hours	High

Alternate Facilities

Alternative Facility No. 1

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Caldwell Maintenance Shed	50+	ITD	N/A	Telephones Cell phone access Office equipment Computers Network access Back-up power Parking Data security Personal security

Alternative Facility No. 2

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
East Boise POE	30+	ITD	Not necessary	Telephones Cell phone access Office equipment Computers Network access Back-up power Parking Data security Personal security

Alternative Facility No. 3

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Mountain Home Maintenance Shed	50+	ITD	Not necessary	Telephones Cell phone access Office equipment Computers Network access Back-up power Parking Data security Personal security

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Emergency Football	Emergency Operations Plan	USB drive	District Office
COOP Plan	Emergency Operations	Electronic	District Office
Personnel and Payroll	Legal and Financial	Hard Copy/Online	District Office and Headquarters
As-Built and Standard Drawings	Engineering	Hard Copies/Disk	District Office and Headquarters
ITD Manuals	Online	Electronic	Headquarters/Online

Interoperable Communications

ITD interoperable communications options include:

Communication Mode	Current Provider	Alternate Provider	#1 Alternate Communication	#2 Alternate Communication
Wireless Radio System	BHS State Radio Name Change?	None	Cell Phones	CB Radio in CDL Vehicles
Phone System	Qwest?	None	Cell Phones	Wireless Radio
Cellular phones	Verizon	None	Land Lines	Wireless Radio
Fax Lines	Qwest	None	Cell Phone Messaging	None
Email System	ITD	None	Cell Phone Email	None
ITD Employee Hotline	ITD	None	Land Lines	Cell Phones
Internet	ITD	None	None	None
Intranet	ITD	None	None	None
511 System	Local 511 System	State Communications	None	None
Data Network	ITD	None	None	None
Amateur Radio	None	None	None	None
Power Source	Idaho Power Company	Generators	None	None

District 4

216 South Date Street
Shoshone, Idaho 83352
(208) 886-7800

Order of Succession, Delegation of Authority

- 1. Devin Rigby, District Engineer** – Operational authority for managing division / district; successors; coordinating emergency responses
Office: (208) 886-7801 **Home:** (208) 934-8278 **Cell phone:** (208) 316-0440
Email address: devin.rigby@itd.idaho.gov **Radio:** 401
- 2. Scott Malone; (EM Planning & Engineering Resources)** Full Operational Authority
Office: (208) 886-7804 **Home:** (208) 733-8883 **Cell phone:** 201-316-0441
Email address: scott.malone@itd.idaho.gov **Radio:** 404
- 3. Walter Burnside; (Operations Manager)** Limited to COOP Issues only
Office: (208) 886-7805 **Home:** (208) 735-8575 **Cell phone:** (208) 961-0828
Email address: walter.burnside@itd.idaho.gov **Radio:** 405
- 4. Scot Stacey (EM Design & Construction [South])** Limited to COOP Issues only
Office: (208) 544-7901 **Home:** (208) 733-1151 **Cell phone:** (208) 316-0508
E-mail address: scot.stacey@itd.idaho.gov **Radio:** 499
- 5. Justin Price (EM Design & Construction [North])** Limited to COOP Issues only
Office: (208) 886-7851 **Home:** N/A **Cell phone:** (208) 316-0499
E-mail address: Justin.price@itd.idaho.gov **Radio:** 459
- 6. Ed Bala (District 5 Engineer)** Full Operational Authority
Office: (208) 239-3327 **Home:** (208) 201-3327 **Cell phone:** (208) 201-3327
Email address: ed.bala@itd.idaho.gov **Radio:** 501

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

Essential Functions (See Alternative Routes Map)	Time Frame	Priority
Routine and Emergency Maintenance Identify damage a. Primary roadway systems b. Secondary roadway systems c. Local roadway systems (NOTE: in order of priority)	0-12 hours	High
Implement Traffic Control	0-12 hours	High
Make district supervision aware of problems and conditions	0-12 hours	High
Maintain primary and secondary roadways for smooth flow of traffic in all seasons and 24 hours a day. NOTE: Primary 1 st priority	0-12 hours	High
Inspection of roadways a. Road surface b. Bridge decks and overpasses c. All signs d. Draining devices (culverts, ditching, drop drains e. Electrical sources and lines f. Right of way fences on interstate roadways NOTE(areas with livestock have priority) g. Debris clearance	0-12 hours 0-12 hours 0-12 hours 1-2 weeks 0-12 hours 30+ days 12 hours – to 1week Continuous	High High High Medium Low High Medium Medium
Work with local agencies a. First-response activities b. Road closure management c. Detour routes d. Road repair and reconstruction	0-12 hours 0-12 hours 0-12 hours 0-12 hours 0-12 hours	High High High High High
Maintain a good working relationship- CONTINUOUS a. Civil leads b. Law enforcement c. Adjacent land owners d. General public	0-12 hours 0-12 hours 0-12 hours 0-12 hours	High High High High
Be prepared to respond to Homeland Security emergencies	0-12 hours	High
Maintain equipment for instant response a. Signs and flagging equipment b. Message devices c. Heavy and light equipment d. Communication equipment (state of Idaho 2 way-radios, CB, cell phones, Land line, & network, etc...)	Continuous	High High High High High
Have or know where plans and drawings of your road sections are or being stored	0-12hrs	High
Current in training qualifications	30+days	Low

PLANNING / CONSTRUCTION / ENGINEERING RESOURCES		
Troubleshoot and maintain traffic signals for the efficient and safe movement of traffic	0-12 hours	High
Troubleshoot and maintain lighting on Interstate and State highways for security and safety of the traveling public	1-2 weeks	Medium
Troubleshoot and maintain gas card system to facilitate fueling of state and emergency vehicles under all types of conditions	0-12 hours	High
Maintain POE for safety and security of the state workers and traveling public	1-2 weeks	High
Maintain the salt brine building and storage tanks and pumps through the district to ensure the availability of brine when needed	1-2 weeks	Medium
Maintain the electrical system in all ITD buildings to allow for safe and secure working environment for all ITD employees	12 hours - 1 week	High
Troubleshoot and maintain building lighting and receptacles in offices as needed	12 hours - 1 week	High
Maintain communications buildings and mountain top repeater stations to facilitate communications for police, county, state and emergency agencies (Necessary assistance to Department of Communications)	0-12 hours	High
Provide assistance to primary responders	2 weeks - 30 days	Medium
Construction surveying as necessary	2 week -30 days	Medium
Provide design and plan data for emergency repairs	0-30 days	High
Provide inspection services for emergency repairs	0-30 days	High
Administer emergency contracts	0-30 days	High

ETS/IT		
(See ETS District 4 recovery plan)		
Determine access to the building and the outside including phone, network and power	0-12 hours	High
If site is destroyed, search for new temporary site and/or re-route operations to another district if possible	0-12 hours	High
If site is safe and accessible and utility power is not available and generator has not been damaged, maintain generator	0-12 hours	High
District Office: Restore and/or re-route vital communications including phone, network, and video conferencing capabilities if necessary. Have laptops available if needed as an emergency communications site.	0-12 hours	High
POE: Restore network and phone connections if possible as no backup power is available	0-12 hours	High
Counties EOC: Restore network connection and replace equipment as necessary. Emergency power is to be available in each county EOC.	0-12 hours	High
Security system	0-12 hours	Medium
Maintain a lock down and/or access as needed or remove and open access as requested by ITD and law enforcement personnel	0-12 hours	Medium
Restore lost data and/or equipment	0-30 days	High

ADMINISTRATION		
Budget and engineering management decisions for FEMA recovery documentation	0-12 hours	High
Liaison with FHWA	0-12 hours	High
Coordinate engineering decisions/design for reconstruction of damaged facilities	0-12 hours	High
CARS 511 Contact – including data entry, State Com – ITD liaison, ITD dispatch as necessary, open line of communication via 2-way radio, telephone and/or internet.	0-12 hours	High
Provide service for internal (employees) and external (public, other agencies) customers including relaying critical/pertinent information especially related to maintaining the Continuity of Operations Plan.	0-12 hours	High
Assure smooth dialing business operations including, but not limited to: opening and distributing incoming mail and faxes, preparing and distributing district correspondence, processing outgoing mail, etc.	0-12 hours	High
Process and audit accounts payable and accounts receivable payments.	0-12 hours	High
Process, submit, approve and verify employee timesheets.	0-12 hours	High
Prepare and submit 1414 and 2101 forms for emergency maintenance and construction projects to program and/or obligate necessary funds needed, especially during disaster recovery.	0-12 hours	High

TRAINING		
Provide necessary training to emergency crews	0-30 days	Medium

SAFETY AND COMPLIANCE OFFICER		
Monitor Construction and maintenance activities	0-12 hours	High
Monitor Contractor and department buildings	0-12 hours	High
Monitor Equipment operations and work procedures		High
Process tort claims	0-12 hours	Medium
Investigate industrial and vehicular accidents to gather information collect data for defense of tort claims	Continuous	High
Recognize potential safety hazards	Continuous	High
Interpret and apply compliance with specifications and standards	Continuous	High
EEO, Affirmative Action and Civil Rights policies and procedures are adhered to. (EXTERNAL ONLY)	Continuous	Medium
Verify that personal protection equipment is available and used	Continuous	High
Respond to Hazmat and disaster situations as necessary	Continuous	High

Alternate Facilities

Alternative Facility No. 1

(All District 4 Maintenance Sections)

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
The nearest un-effected District Maintenance Facility	Various	ITD	N/A	Telephones computers with Internet and main server connectivity

Note: Employees may be temporarily relocated to an unaffected maintenance facility.

Alternative Facility No. 2

(DISTRICT 4 ADMIN BUILDING, short term 0 to 1 week)

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Maintenance Facility in the Shoshone yard	Various	ITD	Not necessary	Telephones computers with Internet and main server connectivity

Note: Employees may be temporarily relocated to an unaffected maintenance facility.

Alternative Facility No. 3

(DISTRICT 4 ADMIN BUILDING, long term, 1 week +)

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
*Twin Falls Maintenance / Residency Facility *Jerome Maintenance Facility *Bliss Maintenance Facility	Various	ITD	N/A	Telephones computers with Internet and main server connectivity

Note: Employees may be temporarily relocated to an unaffected maintenance facility.

Alternative Facility. No. 4 (DISTRICT 4 ADMIN BUILDING (long-term 1 Week +))

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
*Rupert Maintenance Facility *Old Rupert Residency facility	Various	ITD	N/A	Phones Network communications

Note: Employees may be temporarily relocated to an unaffected maintenance facility.

Alternative Facility No. 5 DISTRICT 4 SHOP

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Any District 4 maintenance shed	Various	ITD	N/A	Phones Network communications

Note: Employees may be temporarily relocated to an unaffected maintenance facility. Some equipment repairs may be outsourced to the private sector.

Alternative Facility No.6 (Employee and public meetings only)

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Lincoln County Community Center	200 +/-	Lincoln County	N/A 12 hour-notice if possible	Tables and chairs

Contact (208) 886-2406, University of Idaho Extension Office

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Database	Record Category	Form of Record	Storage Location
Personnel Records	Legal	Electronic	Server (off site)
Contractor / Vendor Payments	Finance	Electronic	Server (off site)
Construction records	Engineering	Hardcopy / Electronic	Server (off site)
Right of Way records	Legal	Hardcopy / Electronic	Server (off site)
Design & Construction plans	Engineering	Hardcopy / Electronic	Server (off site)
Material Source Data	Engineering	Hardcopy / Electronic	D-4 Office Server (off site)
Environmental Documents	Legal	Hardcopy / Electronic	Server (off site)

Organizational Go Kit Contents

Records, files, and material that will be necessary when relocating to an alternate site:

Item	Organizational Unit	Location	Quantity	Maintenance Date / Initial
D-4 COOP Plan (including Coop Plan for all districts)	Administration & Maintenance	Shoshone	All Supervisors	
District Four Contact Lists	Administration & Maintenance	Shoshone	Variable	
Headquarters Contact Lists	Administration & Maintenance	Shoshone	Variable	
State Road Map	Administration	Shoshone	Variable	
District 4 map with foreman area boundaries	Administration	Shoshone	Variable	
District 4 Detour Plans	Supply & Administration	Shoshone	Variable	
District 4 Emergency and Evacuation Plans	Administration	Shoshone	Variable	
Misc. office supplies pens, pencils, legal pads, calculator, etc.				

Location of District 4 “Go Kits”

In addition to the electronic copies stored on the off-site servers, the following printed copies will be assigned:

1. District Engineer, Devin Rigby
2. District 4 Planning and Engineering Manager, Scott Malone
3. District 4 Operations Manager, Walter Burnside
4. District 4 Design and Construction Manager, South, Scot Stacey
5. District 4 Design and Construction manager, North, Justin Price

6. District 4 Disaster Coordinator, Randy Norris

Note: It is recommended that individuals responsible for keeping a Go Kit keep them in their assigned vehicle for quick access. The disaster coordinator will update information in the Go Kits as appropriate.

Cell phones, cameras, chargers, flashlights, personal protective equipment (PPE), etc. shall be an individual responsibility and will not be included in the Go Kits.

Interoperable Communications

ITD interoperable communications options include:

Communication Mode	Current Provider	Alternate Provider	#1 Alternate Communication	#2 Alternate Communication
2-Way Radio System	State of Idaho			
Phone System (Land Line)	Syringa Network	Verizon (Cell Phone)	2-way Radio	Citizens Band Radio
Cellular phones	Verizon		2-way Radio	Citizens Band Radio
Fax Lines	Syringa Network			
Cell phone/smart phone system	Verizon			
Satellite Phones	N/A	Short-term Rental Available at Verizon		
Pagers	N/A			
Email System	Office 365	"The Cloud"		
ITD Employee Hotline 877-281-0994	ITD Communication Office			
Internet	Syringa Network			
Intranet	Syringa Network			
511 System	ITD/Castle Rock Iowa DOT			
Data Network	Headquarters			
Amateur Radio				
Power Source	Idaho Power	Generators		

Critical Assets

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
Over/under structures	I-84 and I-86	Accident damage	Routine Maintenance
D-4 Bridges	Various	Accident damage	Routine Maintenance.
D-4 Headquarters Office	Shoshone, Idaho	Fire / theft / vandalism	Yes
Stanley Maintenance	Stanley, Idaho	Fire / theft / vandalism	Yes
Hailey Maintenance	Hailey, Idaho	Fire / theft / vandalism	Yes
Carey Maintenance	Carey, Idaho	Fire / theft / vandalism	Yes
Fairfield Maintenance	Fairfield, Idaho	Fire / theft / vandalism	Yes
Shoshone Maintenance	Shoshone, Idaho	Fire / theft / vandalism	Yes
Bliss Maintenance	Bliss, Idaho	Fire / theft / vandalism	Yes
Jerome Maintenance	Jerome, Idaho	Fire / theft / vandalism	Yes
Twin Falls Maintenance	Twin Falls, Idaho	Fire / theft / vandalism	Yes
Rupert Maintenance	Rupert, Idaho	Fire / theft / vandalism	Yes
Declo Maintenance	Declo, Idaho	Fire / theft / vandalism	Yes
Sublet Maintenance	Malta, Idaho	Fire / theft / vandalism	Yes
Ports of Entry, DMV office	Twin Falls, Idaho	Fire / theft / vandalism	Yes
Rest Areas	Various	Fire / theft / vandalism	Yes

Maintenance Sheds

Shed	Mail Address	Physical Address	Phone Number
Bliss	17295 Hwy. 30 Bliss, ID 83314 <i>(fuel: no)</i>	US-30, MP 172.60, (west side) (.125 ML off X141 S) Bliss, ID 83314	(208) 352-4620 Fax: 352-4620
Carey	205.47 North Main Carey, ID 83320 <i>(fuel: yes)</i>	US-93, MP 205 (north side) (East Edge of Carey) Carey, ID 83320	(208) 823-4321 Fax: 823-4321
Declo	273 N. Hwy.25 Declo, ID 83323 <i>(fuel: no)</i>	273 N. Hwy. 25 Declo, ID 83323	(208)654-9133
Fairfield	Route 1, Box 1002 Fairfield, ID 83327 <i>(fuel: yes)</i>	US-20, MP 152.73 (south side) Fairfield, ID 83327	(208) 764-2347 Fax: 764-2347
Hailey	111 Bartholomew Rd. Box 3502 Hailey, ID 83333 <i>(fuel: yes)</i>	SH-75, MP 118.25 (1 1/4 Miles North of Hailey) Hailey, ID 83333 (east side)	(208) 788-3365 Fax: 788-3365
Jerome	198 West Road Jerome, ID 83338 <i>(fuel: no)</i>	198 West Road (.125 ML west off X165) Jerome, ID 83338	(208) 324-4401 Fax: 324-4401
Rupert	55 E Baseline Rupert, ID 83350 <i>(fuel: yes)</i>	55 E Baseline Rupert, ID 83350	(208) 436-4630 Fax: 436-9983
Shoshone	216 S. Date Shoshone, ID 83352	Date St. and West B Shoshone, ID 83352	(208) 886-7859 Fax: 886-7895
Stanley	PO Box 84 Stanley, ID 83278 <i>(fuel: yes)</i>	SH-21, MP 127.85 South side Stanley, ID 83278 1100 Airport Rd. (emergency services)	(208) 774-3581 Fax: 774-3581
Sublett	2900 E 1400 S Malta, ID 83342 <i>(fuel: yes)</i>	2900 E 1400 S (Exit 245) Sublett, ID	(208) 645-2510 Fax: 645-2510
Twin Falls	626 Eastland Drive S. Twin Falls, ID 83301 <i>(fuel: no)</i>	626 Eastland Drive S. Twin Falls, ID 83301	(208) 736-3088 Fax: 736-3094

D-4 Emergency Fueling Procedures

Carey Maintenance Facility – Diesel Only

1. Plug generator into the transfer switch and start the generator. The generator, cord set and transfer switch is located in the North West corner of the maintenance building. It is not necessary to shut off the main utility power supply, if the utility power should come back on during generator operation; everything is protected at the transfer switch.
2. Switch circuit “D-I” to GEN. this is the Fuel Master Plus Prokee / Card Reader System, allow about 2 to 3 minutes for the system to self-check and reboot.
3. Switch circuits “A” (Diesel pump # 2) or “B” (Diesel pump # 3) to GEN. Do not operate circuits “A” and “B” at the same time.

When fueling is complete, shut off the generator and unplug it from the transfer switch and return all transfer switch circuits back to LINE.

If the Prokee / card reader does not work, the Fuel Master Plus system will need to be switched to manual.

Please note that ITD employees and outside agency personnel will need to contact the area on call phone number or the area foreman phone number for assistance in switching the system to manual.

When in MANUAL, record all ITD fuel transactions on the ITD-0007 “A-7” form.

When in MANUAL, record all outside agency fuel transactions on the ITD-0006 “A-6” form.

If further assistance is needed, contact “the area on call” # (208) 316-0455

For emergency assistance contact the following:

1. Carl Horn, 470 Area Foreman, (208) 316-0504
2. Randy Norris, Safety & Disaster Services Coordinator, (208) 316-0519
3. Robin Hite, electrician, (208) 316-0502

Fairfield Maintenance Facility – Gasoline and Diesel

1. Plug generator into the transfer switch and start the generator. The generator, cord set and transfer switch is located in the North wall of the old maintenance building. It is not necessary to shut off the main utility power supply, if the utility power should come back on during generator operation; everything is protected at the transfer switch.
2. Switch circuit “E-J” to GEN. this is the Fuel Master Plus prokee / Card Reader System, allow about 2 to 3 minutes for the system to self-check and reboot.
3. Switch circuits “F” (Gasoline) or “G” (Diesel) to GEN. Do not operate circuits “F” and “G” at the same time.

When fueling is complete, shut off the generator and unplug it from the transfer switch and return all transfer switch circuits back to LINE

If the Prokee / card reader does not work, the Fuel Master Plus system will need to be switched to manual.

Please note that ITD employees and outside agency personnel will need to contact the area on call phone number or the area foreman phone # for assistance in switching the system to manual.

When in MANUAL, record all ITD fuel transactions on the ITD-0007 "A-7" form.

When in MANUAL, record all outside agency fuel transactions on the ITD-0006 "A-6" form.

If further assistance is needed, contact "the area on call" phone number (208) 316-0453

For emergency assistance contact the following:

1. Jarrett Porter, 450 Area Foreman, (208) 316-0443
2. Randy Norris, Safety & Disaster Services Coordinator, (208) 316-0519
3. Robin Hite, electrician, (208) 316-0502

Hailey Maintenance Facility – Gasoline and Diesel

1. Plug generator into the transfer switch and start the generator. The generator is located on the East wall of the maintenance building, the cord set and transfer switch is located in the North wall of the maintenance building. It is not necessary to shut off the main utility power supply, if the utility power should come back on during generator operation; everything is protected at the transfer switch.
2. Switch circuit "D-1" to GEN. this is the Fuel Master Plus prokee / Card Reader System, allow about 2 to 3 minutes for the system to self-check and reboot. These circuits also turn on the Diesel and Gasoline pumps.
3. When fueling is complete, shut off the generator and unplug it from the transfer switch and return all transfer switch circuits back to LINE

If the Prokee / card reader does not work, the Fuel Master Plus system will need to be switched to manual.

Please note that ITD employees and outside agency personnel will need to contact the area on call phone # or the area foreman phone # for assistance in switching the system to manual.

When in MANUAL, record all ITD fuel transactions on the ITD-0007 "A-7" form.

When in MANUAL, record all outside agency fuel transactions on the ITD-0006 "A-6" form.

If further assistance is needed contact "the area on call" phone number (208) 309-2226

For emergency assistance contact the following:

1. Steve Porter, 480 Area Foreman, (208) 309-2227
2. Randy Norris, Safety & Disaster Services Coordinator, (208) 316-0519
3. Robin Hite, electrician, (208) 316-0502

Rupert Maintenance Facility – Gasoline and Diesel

1. Plug generator into the transfer switch and start the generator. The generator, cord set and transfer switch is located in the West wall of the maintenance building. It is not necessary to shut off the main utility power supply, if the utility power should come back on during generator operation; everything is protected at the transfer switch.
2. Switch circuit “C” to GEN. this is the Fuel Master Plus prokee / Card Reader System, allow about 2 to 3 minutes for the system to self-check and reboot.
3. Switch circuits “A” (Diesel) or “B” (Gasoline) to GEN. Do not operate circuits “A” and “B” at the same time.

When fueling is complete, shut off the generator and unplug it from the transfer switch and return all transfer switch circuits back to LINE

If the Prokee / card reader does not work, the Fuel Master Plus system will need to be switched to manual.

Please note that ITD employees and outside agency personnel will need to contact the area on call phone number or the area foreman phone number for assistance in switching the system to manual.

When in MANUAL, record all ITD fuel transactions on the ITD-0007 “A-7” form.

When in MANUAL, record all outside agency fuel transactions on the ITD-0006 “A-6” form.

If further assistance is needed contact “the area on call” phone number (208) 312-3296

For emergency assistance contact the following;

1. Allen Knight, 430 Area Foreman, (208) 312-3294
2. Randy Norris, Safety & Disaster Services Coordinator, (208) 316-0519
3. Robin Hite, electrician, (208) 316-0502

Shoshone Maintenance Facility – Gasoline and Diesel

1. Plug generator into the transfer switch and start the generator. The generator, cord set and transfer switch is located in the East wall of the Service Station building. It is not necessary to shut off the main utility power supply, if the utility power should come back on during generator operation; everything is protected at the transfer switch.
2. Switch circuit “A, B, & F” to GEN. this is the Fuel Master Plus prokee / Card Reader System, allow about 2 to 3 minutes for the system to self-check and reboot.

3. Switch circuits “D-I” (Diesel) or “E-J” (Gasoline) to GEN. Do not operate circuits “D-I” and “E-J” at the same time.
4. When fueling is complete, shut off the generator and unplug it from the transfer switch and return all transfer switch circuits back to LINE

If the Prokee / card reader does not work, the Fuel Master Plus system will need to be switched to manual.

Please note that ITD employees and outside agency personnel will need to contact the area on call phone number or the area foreman phone # for assistance in switching the system to manual.

When in MANUAL, record all ITD fuel transactions on the ITD-0007 “A-7” form.

When in MANUAL, record all outside agency fuel transactions on the ITD-0006 “A-6” form.

If further assistance is needed contact “the area on call” phone number, (208) 420-3678 (Jon Bolton)

For emergency assistance contact the following:

1. Ken Hall, District 4 Shop Superintendent, (208) 320-0641
2. Randy Norris, Safety & Disaster Services Coordinator, (208) 316-0519
3. Robin Hite, electrician, (208) 316-0502

Stanley Maintenance Facility – Gasoline and Diesel

1. The large generator set is an automatic start and switch system.

If the Prokee / card reader does not work, the Fuel Master Plus system will need to be switched to manual.

Please note that ITD employees and outside agency personnel will need to contact the area on call phone number or the area foreman phone number for assistance in switching the system to manual.

When in MANUAL, record all ITD fuel transactions on the ITD-0007 “A-7” form.

When in MANUAL, record all outside agency fuel transactions on the ITD-0006 “A-6” form.

If further assistance is needed contact “the area on call” phone number, (208) 309-0109

For emergency assistance contact the following:

1. Steve Porter, 480 Area Foreman, (208) 309-2227
2. Randy Norris, Safety & Disaster Services Coordinator, (208) 316-0519
3. Robin Hite, electrician, (208) 316-0502

Sublett Maintenance Facility – Gasoline and Diesel

1. Plug generator into the transfer switch and start the generator. The generator, cord set and transfer switch is located in the West wall of the maintenance building. It is not necessary to shut off the main utility power supply, if the utility power should come back on during generator operation; everything is protected at the transfer switch.
2. Switch circuit “C” to GEN. this is the Fuel Master Plus prokee / Card Reader System, allow about 2 to 3 minutes for the system to self-check and reboot.
3. Switch circuits “A” (Diesel) or “B” (Gasoline) to GEN. Do not operate circuits “A” and “B” at the same time.
4. When fueling is complete, shut off the generator and unplug it from the transfer switch and return all transfer switch circuits back to LINE

If the Prokee / card reader does not work, the Fuel Master Plus system will need to be switched to manual.

Please note that ITD employees and outside agency personnel will need to contact the area on call phone number or the area foreman phone number for assistance in switching the system to manual.

When in MANUAL, record all ITD fuel transactions on the ITD-0007 “A-7” form.

When in MANUAL, record all outside agency fuel transactions on the ITD-0006 “A-6” form.

If further assistance is needed contact “the area on call” number (208) 312-9315

For emergency assistance, contact the following;

1. Tony Rigby, 440 Area Foreman, (208) 312-3298
2. Randy Norris, Safety & Disaster Services Coordinator, (208) 316-0519
3. Robin Hite (208) 316-050, Electrician

Essential Directories, Maps & Rapid Recall Lists for D-4

Any District 4 employee could be asked to relocate or take a temporary assignment during a disaster situation. Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

	Work phone	Cell Phone	Home Phone	E-mail address
Karl Allen	(208) 349-5650	316-0843	316-0843	Karl.allen@itd.idaho.gov
Gary Bagley	(208) 349-5650	(435) 313-0253	(435) 313-0253	Gary.bagley@itd.idaho.gov
Dennis Black	(208) 886-7810	514-6359	404-5808	Dennis.black@itd.idaho.gov
Ricky Bradley	(208) 655-4413	320-1599	320-1599	Rick.bradley@itd.idaho.gov
Preston Buckley	(208) 736-3093	316-0895	431-8337	Preston.buckley@itd.idaho.gov
Erica Cruz-orozco	(208) 349-5650	670-4162	670-4162	Erica.cruz@itd.idaho.gov
Ranae Eddings	(208) 349-5650	431-1143	431-1143	Rena.eddings@itd.idaho.gov
David Hansen	(208) 349-5650	431-2047	431-2047	David.hansen@itd.idaho.gov
Jolana Hitzeman	(208) 655-4413			Jolana.hitzeman@itd.idaho.gov
Randall Hubsmith	(208) 349-5650	316-0896	431-1400	Randy.hubsmith@itd.idaho.gov
Mark Robinson	(208) 349-5650	206-0525	206-0525	Mark.robinson@itd.idaho.gov
Julie Roseborough	(208) 349-5650	312-3128	312-3128	Julie.roseborough@itd.idaho.gov
Danny Scholl	(208) 736-3693	316-0895	404-1842	Danny.scholl@itd.idaho.gov
Janet Sammis	(208) 736-3099	539-6841	539-6841	Janet.sammis@itd.idaho.gov
Bradley Woodrow	(208) 349-5650	312-7112	312-7112	Brad.woodrow@itd.idaho.gov

District 5

5151 South 5th Avenue
Pocatello, Idaho 83204
(208) 239-3300

Order of Succession, Delegation of Authority

- 1. Ed Bala, District Engineer** – Operational authority for managing district; successors; coordinating emergency responses
Office: (208) 239-3327 **Home:** (208) -201-3327 **Cell phone:** (208) -201-3327
Email address: ed.bala@itd.idaho.gov
- 2. Brian Poole** – District Engineering Manager, full authority, assumed
Office: (208) -239-3326 **Home:** (208) 237-3459 **Cell phone:** (208) 201-3326
Email address: brian.poole@itd.idaho.gov
- 3. Name** – District Operations Manager: district maintenance, emergency response, equipment allocation, resource allocation; delegated
Office: N/A **Home:** N/A **Cell phone:** N/A
Email address:
- 4. Name** – District Business Manager: business continuance of operations, records protection, bill payment, resource clearinghouse; delegated
Office: N/A **Home:** N/A **Cell phone:**
E-mail address:
- 5. Name** – Senior Buyer: supply management; delegated
Office: **Home:** N/A **Cell phone:**
E-mail address:
- 6. Name** – Shop Superintendent: equipment repair, maintenance; delegated
Office: N/A **Home:** N/A **Cell phone:** N/A
E-mail address:
- 7. Name** – Information Technology: information technology functions, building security; delegated
Office: N/A **Home:** N/A **Cell phone:** N/A
E-mail address:

8. Reed Hollinshead – Communication specialist: news media contacts, 511 liaison, public emergency crews; delegated

Office: (208)-334-8881

Home: N/A

Cell phone: N/A

E-mail address: reed.hollinshead@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The district engineer may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Maintenance Implement Traffic Control	Tier 1 0-12 hours	High
Make District Supervision aware of problems and conditions	Tier 1 0-12 hours	High
Maintain interstate roadways for smooth flow of traffic in all seasons and 24 hours a day	Tier 1 0-12 hours	High
Identify damage as: a. Federal roadway systems b. Local roadway systems	Tier 1 0-12 hours	High
Inspection of roadways - 1 primary=Tier1 2 secondary=Tier 2 a. Road surface b. Bridge decks and overpasses c. All signs d. Draining devices (culverts, ditching, drop drains e. Electrical sources and lines f. Right of way fences on interstate roadways g. Debris clearance	Tier 1 0-12 hours Tier 1 0-12 hours Tier 1 0-12 hours Tier 3 1-2 weeks Tier 1 0-1 hours Tier 5 30+ days Tier 2 12 hours -1 week	High High Medium Low High Low Medium
Work with local agencies a. First response activities b. Road closure management c. Detour routes d. Road repair and reconstruction	Tier 1 0-12 hours Tier 1 0-12 hours Tier 1 0-12 hours Tier 1 0-12 hours	High High High High
Maintain a good working relationship a. Civil leads b. Law enforcement c. Jointed land owners d. General public	Tier 1 0-12 hours Tier 1 0-12 hours Tier 1 0-12 hours Tier 1 0-12 hours	High High High High

Be prepared to respond to Homeland Security emergencies	Tier 1 0-12 hours	High
Maintain equipment for instant response a. Signs and flagging equipment b. Message devices c. Heavy and light equipment d. Communication equipment (state of Idaho radios, 2 way-radios - CB, cell phones)	Tier 2 12 hours – 1 week Tier 2 12 hours - week Tier 2 12 hours -1 week Tier 1 12 hours	High High High High
Have or know where plans and drawings of your road sections are or being stored	Tier 1 0-12 hours	High
Current in training qualifications	Tier 5 30+ days	Low

OPERATIONS - OPERATIONS SUPPORT		
Maintain unit equipment required for emergency repairs to bridges and buildings	Tier 5 30+ days	Medium
Keep tools in good working order at all times in order to response quickly to an emergency	Tier 5 30+ days	Medium
Remain current to new repair materials, and procedures for bridge & building repairs	Tier 5 30+ days	Medium
Keep certifications current for flagman and traffic control, to help with traffic control when needed	Tier 5 30+ days	Medium
Keep first aid/CPR certifications current to enable us to help where needed	Tier 5 30+ days	Medium
Remain familiar with department heavy equipment, enabling us to use it to assist in cleanup operations following a disaster	Tier 5 30+ days	Medium
Able to respond quickly to work site when disaster strikes	Tier 5 30+ days	Medium

PLANNING AND ENGINEERING RESOURCES - TRAFFIC		
Troubleshoot and maintain traffic signals for the efficient and safe movement of traffic	Tier 1 0-12 hours	High
Troubleshoot and maintain lighting on Interstate and State highways for security and safety of the traveling public	Tier 3 1-2 weeks	Medium
Troubleshoot and maintain gas card system to facilitate fueling of state and emergency vehicles under all types of conditions	Tier 1 0-12 hours	High
Maintain POE for safety and security of the state workers and traveling public	Tier 3 1-2 weeks	High
Maintain the salt brine building and storage tanks and pumps through the district to ensure the availability of brine when needed	Tier 3 1-2 weeks	Medium
Maintain the electrical system in all ITD buildings to allow for safe and secure working environment for all ITD employees	Tier 2 12 hours - 1week	High
Troubleshoot and maintain building lighting and receptacles in offices as needed	Tier 2 12 hours -1 week	High
Maintain communications buildings and mountain top repeater stations to facilitate communications for police, county, state and emergency agencies	Tier 1 0-12 hours	High

OPERATIONS - STRIPING CREW		
Support traffic section with any needs, help in setting up detours and emergency signing	Tier 1 0-12 hours	High
Maintain a safe flow of traffic	Tier 1 0-12 hours	High
Be available for emergency striping	Tier 3 1 hours -2 weeks	High
Be available to assist maintenance in needed	Tier 1 0-12hrs	High

OPERATIONS - SHOP		
Keep emergency equipment running	Tier 1 0-12 hours	High
Repair fixtures associated with keeping traffic moving, i.e., cattle guards, signing, etc.	Tier 1 0-12 hours	High
Provide support for other crews so that they can perform essential duties	Tier 1 0-12 hours	High
Keep emergency generators filled with fuel and in good running order	Tier 1 0-12 hours	High
Assist communications to help keep systems running	Tier 1 0-12 hours	High
Provide technical expertise to facilitate repairs or design of specialty items to help with emergency situations	Tier 1 0-12 hours	Medium
Locate special parts that may be required to either keep equipment running or repair of roadside fixtures	Tier 1 0-12 hours	Medium

PLANNING AND ENGINEERING RESOURCES – LOCATION		
Provide assistance to primary responders	Tier 4 2 weeks -30 days	Medium
Surveying and mapping	Tier 4 2 weeks -30 day	Medium
Construction surveying as necessary	Tier 4 2 weeks -30 days	Medium

Alternative routes	Tier 4 2 weeks -30 days	Medium
Orthorectified aerial photos of affected area	Tier 4 2 weeks -30days	Medium
Horizontal Control Survey	Tier 4 2 weeks -30day	Medium
Vertical control survey	Tier 4 2 weeks -30 days	Medium
Detailed topographic survey of affected areas	Tier 4 2 weeks -30 days	Medium
Coordinate Surveys to aerial mapping	Tier 4 2wk-30day	Medium

Submit mappings to Design	Tier 4 2 weeks -30 days	Medium
Construction surveying as necessary	Tier 4 2 weeks -30 days	Medium

ENGINEERING AND DESIGN CONSTRUCTION		
Design services	Tier 4 2 weeks -30 days	Medium
Record drawings, project files	Tier 4 2 weeks -30 days	Medium
Assist other departments	Tier 4 2 weeks -30 days	Medium
Shut down construction operations and return facilities to safe and minimally functional level	Tier 4 2 weeks -30 days	Medium
Administration of all federal-aid construction contracts within SE Idaho	Tier 4 2 weeks -30 days	Medium
Inspection of construction activities on all projects	Tier 4 2wk-30day	Medium
Sample and test materials used on all construction projects to insure the specifications have been met	Tier 4 2 weeks -30 days	Medium

Produce source documents for all pay quantities of each bid item on each construction contract	Tier 4 2 weeks -30 days	Medium
Provide the public with a safe as possible construction zone	Tier 4 2 weeks -30 days	Medium

PLANNING AND ENGINEERING RESOURCES - MATERIALS		
Use of state controlled forces in case of flood or slide	Tier 5 30+ days	Low

PLANNING AND ENGINEERING RESOURCES – PROPERTY MANAGER/PERMITS		
Willing to be put to work in whatever section required our assistance in an emergency situation	Tier 5 30+ days	Low

ETS/IT		
Earthquake		
Determine access to the building and the outside including phone, network and power	Tier 1 0-12 hours	High
If site is destroyed, search for new temporary site and/or re-route operations to another district if possible	Tier 1 0-12 hours	High
If site is safe and accessible and utility power is not available and generator has not been damaged, maintain generator	Tier 1 0-12 hours	High
District Office: Restore and/or re-route vital communications including phone, network, and video conferencing capabilities if necessary. Have laptops available if needed as an emergency communications site.	Tier 1 0-12 hours	High
POE: Restore network and phone connections if possible as no backup power is available	Tier 1 0-12 hours	High
Counties EOC: Restore network connection and replace equipment as necessary. Emergency power is to be available in each county EOC.	Tier 1 0-12 hours	High
Security system	Tier 1 0-12 hours	High
Maintain a lockdown and/or access as needed or remove and open access as requested by ITD and law enforcement personnel	Tier 1 0-12 hours	High
Restore lost data and/or equipment	Tier 1 0-12 hours	High

Bombs		
After safe access is confirm, determine damage to equipment and data	Tier 1 0-12 hours	High
Restore and/or replace equipment and data	Tier 1 0-12 hours	High

Pandemic		
Maintain emergency operations only	Tier 1 0-12 hours	High

Fire		
Only enter when confirmed to be safe	Tier 1 0-12 hours	High
Determine damage to equipment	Tier 1 0-12 hours	High
Replace/restore equipment/data	Tier 1 0-12 hours	High

ADMINISTRATION – DISTRICT ENGINEER		
Coordinate emergency response for all district crews	Tier 1 0-12 hours	High
Provide engineering management and support for emergency response	Tier 1 0-12 hours	High
Liaison with county and city responders	Tier 1 0-12 hours	High
Liaison with ISP and other enforcement responders	Tier 1 0-12 hours	High
Budget and engineering management decisions for FEMA recovery documentation	Tier 1 0-12 hours	High
Liaison with FHWA	Tier 1 0-12 hours	High
Coordinate engineering decisions/design for reconstruction of damaged facilities	Tier 1 0-12hrs	High
CARS 511 Contact – including data entry, State Com – ITD liaison, ITD dispatch as necessary, open line of communication via 2-way radio, telephone and/or internet.	Tier 1 0-12 hours	High
Provide service for internal (employees) and external (public, other agencies) customers including relaying critical/pertinent information especially related to maintaining the Continuity of Operations Plan.	Tier 1 0-12 hours	High
Assure smooth dialing business operations including, but not limited to: opening and distributing incoming mail and faxes, preparing and distributing district correspondence, processing outgoing mail, etc.	Tier 1 0-12 hours	High
Process and audit accounts payable and accounts receivable payments.	Tier 1 0-12 hours	High
Process, submit, approve and verify employee timesheets.	Tier 1 0-12 hours	High
Prepare and submit 1414 and 2101 forms for emergency maintenance and construction projects to program and/or obligate necessary funds needed, especially during disaster recovery.	Tier 1 0-12 hours	High

TRAINING		
Auxiliary traffic control	Tier 1 0-12 hours	High
SAFETY AND COMPLIANCE OFFICER (SCO)	Tier 5 30+ days	Low

SAFETY AND COMPLIANCE OFFICER		
Investigate the following to review and evaluate for safety practices, standards and compliance		
Construction and maintenance activities	Tier 1 0-12 hours	High
Contractor and department buildings	Tier 1 0-12 hours	High
Equipment operations and work procedures	Tier 1 0-12 hours	High
Process tort claims	Tier 1 0-12 hours	High
Investigate industrial and vehicular accidents to gather information and evidence for defense of tort claims	Tier 1 0-12 hours	High
Recognize potential safety hazards	Tier 1 0-12 hours	High
Interpret and apply compliance with specifications and standards	Tier 1 0-12 hours	High
EEO, Affirmative Action and Civil Rights policies and procedures are adhered to	Tier 1 0-12 hours	High
Recommend personal protection equipment is available and used	Tier 1 0-12 hours	High

Alternate Facilities

Alternative Facility No. 1

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Use any other ITD D-5 facilities	2 +	ITD	N/A	2 - Telephones 2 - Two computers with Internet and main server connectivity

Alternative Facility No. 2

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Idaho State Police, Pocatello	2 +	Idaho State Police	Needed	2 - Telephones 2 - Two computers with Internet and main server connectivity

Alternative Facility No. 3

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
District 6 Administration assigned facility	2 +	ITD	N/A	2 - Telephones 2 - Two computers with Internet and main server connectivity

Alternative Facility No. 4

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
District 4 Administration assigned facility	2 +	ITD	N/A	2 - Telephones 2 - Two computers with Internet and main server connectivity

Alternative Facility No. 5

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Bannock County sheriff's office	2 +	ITD	External; needed	2 - Telephones 2 - Two computers with Internet and main server connectivity

Vital Records

Vital records that will be needed at an alternate locations:

Vital Records, Files, Database	Record Category	Form of Record	Storage Location
Time sheets	Legal	Electronic	Server (Boise)
POs	Finance	Electronic	Server (Boise)
Construction records	Engineering	Hardcopy / Electronic	Trailer / Server
Right of Way records	Legal	Hardcopy	Trailer
Design plans	Engineering	Hardcopy / Electronic	Trailer / Server

Organizational Go Kit Contents

Records, files, and material that will be necessary when relocating to an alternate site:

Item	Organizational Unit	Location	Quantity	Maintenance Date
COOP plan	Operations	TOS Office	One (1)	May 2015
Communication equipment	ETS/IT/Operations	See Note A.		Varies with equipment
Computer equipment	ETS/IT	See Note B.		Varies with equipment
Vital records	See above			
Contact list	Administration	Administration Office		May 2015
Access keys, code	Administration / IT	Administration / BOM Office		May 2015
Map to facility	Operations	TOS Office		2009
Note A: BHS (radios) maintenance sheds (10, plus striping), ETS/IT				

Note A: BHS (radios), maintenance sheds (10, plus Striping) ETS/IT
 Base stations: Shop, supply, administration office
 Microwave Tower: Blackfoot
 Handheld and automobile-mounted

Note B: Server located in District 5 server room, main building complex
 Desk and portable computers, varies; 160-plus, located throughout District 5
 (Server and communications equipment also located in ISP Building)

Interoperable Communications

ITD interoperable communications options include:

Communication Mode	Current Provider	Alternate Provider	#1 Alternate Communication	#2 Alternate Communication
Wireless Radio System	BOC		CB	
Phone System	Qwest		2-way Radio	Citizens Band Radio
Cellular phones	Verizon		2-way Radio	Citizens Band Radio
Fax Lines	Qwest			
Cell phone/smart phone system	Verizon			
Satellite Phones				
Pagers				
Email System	Outlook		ISU or Home	Other
ITD Employee Hotline	ITD Communication Office			
Internet	Headquarters			
Intranet	Headquarters			
511 System	ITD/Castle Rock Iowa DOT			
Data Network	Headquarters			
Wireless Data Points				
GETS Program				
Amateur Radio				
Power Source	ID Power	ITD HQ Gen		

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Rapid Recall List for D-5 Operations			
Source	1st Level Contact for help	Second Level Contact for help	Third Level Contact for help
American Falls Jerry Bauer 226-5094	Blackfoot	D5 Operations Engineer Steve Gertonson 239-3309	D4 Operations Engineer Ken Hahn 745-5640
	Pocatello		
Pocatello Clayton Perkins 239-3376	American Falls		
	Blackfoot		
	McCammon		
McCammon Chris Chapman 254-3171	Malad		
	Pocatello		
	Soda Springs		D6 Operations Engineer Walter Burnside 886-7849
Soda Springs Gil Wright 547-4779	Montpelier		
	Preston		
	McCammon		
Montelie Terry Smith 847-1702	Preston		
	Soda Springs		
Preston Jeremy Wood 852-1712	Montpelier		
	Soda Springs		
	Malad		
Malad Doug Thorpe 766-2900	Preston		
	McCammon		

Cell Phone List D-5

Maintenance		Engineering A	
Steve Gertonson	201-3309	Dan Harelson	201-3377
Wayne Curtis	201-3308	Scott Redding	201-3337
Troy Despain	244-8340	Pat Grayson	201-3324
McCammon /Chapman	201-3307	Darcy Linford	201-3390
McCammon/Hahn	201-3373	Mike Stoddart	201-3323
Malad/Thorpe	201-3303	Chip Becker	201-3322
Malad/Daniels	201-3064	Blaine Newsom	201-3391
Pocatello/Perkins	201-3376	Lori Rindlisbaker	220-9054
Pocatello/ Shared	201-3306	Rod Richardson	220-9055
Pocatello/Culligan	201-3088	Engineering A Loaner	220-9057

Preston /Wood	201-3305	Jim Menard	220-9168
Preston/ Rover	201-3352	Engineering B	
Blackfoot/Richards R.	201-3381	James Orner	201-3358
Blackfoot/Messick	201-3561	Bahman Abbassi	201-3375
American Falls/Bauer	201-3311	Ramon Gutierrez	201-3360
American Falls/Richards A.	201-3310	Christy Davis	201-3356
Soda Springs/Wright	201-3325	James Hayward	201-3332
Soda Springs/Shared	201-3348	Tom Murray	201-3359
Soda Springs/ Shulz	201-4485	Trent Wells	220-9169
Montpelier/Smith	201-3345	Engineering B Loaner	220-9166
Montpelier/Romrell	201-3350	Rocky Burch	220-9167
Administration		Steve Davis	220-9170
Ed Bala - DE	201-3327	Engineering C	
Brian Poole - ADE	201-3326	Mark Snyder	269-0054
Andrea Miller - EIT	844-0995	Bahman Abassi	201-3375
Greydon Wright - EIT	201-3304	Thomas Murray	201-3359
Alissa Salmore - Environmental	201-3312	Jim Menard	220-9168
Chris Peirsol - Transp. Planner	201-3369	Steve Davis	220-9170
John Bellusci-IS	201-3314	Trent Wells	220-9169
Matthew Bezayiff - IS	201-3315	Design (Rotating)	201-3357
Joe Tamasco - Trainer	201-3374	Right of Way	
Supply (Rotating)	201-3346	Chuck Heisler	201-3355
Evan Snow - SCO	201-3301	Operational Support/Striping	
Traffic/Electricians		Operation Support- Porter	201-3330
Corey Krantz- Traffic	201-3372	Operation Support- Johnson	201-3331
Eric Staats - Traffic	201-3313	Operation Support - Tracy	201-3334
Bill Reece - Electrician	201-3333	Striping - Petersdorf	201-3393
Trent Hansen - Electrician	201-3335	Scott Chistensen	220-9056

Commercial Driver's License (CDL) holders in D-5			
Paul Archibald	Shannon Marotz	Gene Crockett	Grant Nelson
Jerry Bauer	Bruce Martin	John Paul Culligan	Timothy Neuman
Charles Becker	Ty Mashburn	Daniel Daniels	Douglas Thorpe
Matthew Beckstead	Joseph Mcguire	Jeffrey Davies	Oscar Tracy
Kathy Buffat	James Menard	Ryen Johnson	Michael Vansell
Tara Capson	Steve Mendenhall	Nolyn Johnson	Cody Vezina
Christopher Chapman	Rocky Messick	Vince King	Tony Warth
Steve Christ	Ronald Miller	Deloy Kunz	Ryan Wellard
Howard Christensen	Denise Muns Ee	Michael Landon	Dale Wheeler
Loal Corbridge	Travis Myler	Timothy Latour	Leslie Williams
Derek Cottrell	Bruce Nate	Walter Lish	Jeremy Wood
Jess Cox	Linda Neff	Perry Lloyd	Gil Wright
Jared Loosli	Jake Wright	William Mackenzie	Paul Yearsley

District 6

206 N. Yellowstone Hwy
Rigby, Idaho 83442
(208) 745-7781

Order of Succession, Delegation of Authority

- 1. Jason Minzghor, District Engineer** – Operational authority for managing division / district, successors; coordinating emergency responses; authority delegated
Office: (208) 745-5600 **Home:** N/A **Cell phone:** (208) 716-4797
Email address: Jason.Minzghor@itd.idaho.gov
- 2. Ken Hahn** – District maintenance, emergency response, equipment allocation, resource allocation; authority delegated
Office: (208) 745-5640 **Home:** (208) 201-5353 **Cell phone:** (208) 705-6647
Email address: Ken.Hahn@itd.idaho.gov
- 3. Karen Hiatt** – Authority delegated
Office: (208) 745-5601 **Home:** (208) 705-6821 **Cell phone:** (208) 705-6821
Email address: Karen.Hiatt@itd.idaho.gov
- 4. Tracy Bono** – Authority delegated
Office: (208) 745-5319 **Home:** (208) 680-5182 **Cell phone:** (208) 851-0786
E-mail address: Tracy.Bono@itd.idaho.gov

This organizational structure identifies the Order of Succession and Delegation of Authority for decision-making in the event of a COOP activation and disruption of normal channels. To be effective, each successor listed above must be trained and capable of accepting the responsibility as delegated. The Order of Succession process terminates when those normal channels resume. Delegation of authority may be used to address specific competency requirements for one or more essential functions (listed below) that are not otherwise satisfied by the order of succession.

The Order of Succession helps ensure an orderly transition of authority in the event members of district or division leadership team are not available for duty during the early hours of an emergency. The administrator may appoint individuals at any time to assume specific positions or to assume responsibility for specific duties, depending on the nature of the emergency and the individual's expertise and experience.

Essential Functions

Maintenance

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Function: Implement Traffic Control	Tier 1 0-12 hours	High
Make District Supervision aware of problems and conditions	Tier 1 0-12 hours	High
Maintain interstate roadways for smooth flow of traffic in all seasons and 24 hours a day	Tier 1 0-12 hours	High
Identify damage as: a. Federal roadway systems b. Local roadway systems	Tier 1 0-12 hours	High
Inspection of roadways - 1 primary=Tier1 2 secondary=Tier 2 a. Road surface b. Bridge decks and overpasses c. All signs d. Draining devices (culverts, ditching, drop drains e. Electrical sources and lines f. Right of way fences on interstate roadways g. Debris clearance	Tier 1 0-12 hours Tier 1 0-12 hours Tier 1 0-12 hours Tier 3 1-2weeks Tier 1 0-12 hours Tier 5 30+days Tier 2 12 hours - 1week Tier 2 12hrs-1wk	High High Medium Low High Low Medium Medium
Work with local agencies a. First response activities b. Road closure management c. Detour routes d. Road repair and reconstruction	Tier 1 0-12 hours Tier 1 0-12 hours Tier 1 0-12 hours Tier 1 0-12 hours	High High High High
Maintain a good working relationship a. Civil leads b. Law enforcement c. Jointed land owners d. General public	Tier 1 0-12 hours Tier 1 0-12 hours Tier 1 0-12 hours Tier 1 0-12 hours	High High High High
Be prepared to respond to Homeland Security emergencies	Tier 1 0-12 hours	High

Maintain equipment for instant response	Tier 2 12 hours	High
a. Signs and flagging equipment	1week Tier 2	High
b. Message devices	12 hours - 1week	High
c. Heavy and light equipment	Tier 2 12 hours -	High
d. Communication equipment (state of Idaho radios, 2 way-radios - CB, cell phones)	1week Tier 1 12 hours	High
Have or know where plans and drawings of your road sections are or being stored	Tier 1 0-12 hours	High
Remain current in training qualifications	Tier 5 30+ days	Low

Operations – Operations Support

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Maintain unit equipment required for emergency repairs to bridges and buildings	Tier 5 30+ days	Medium
Keep tools in good working order at all times in order to response quickly to an emergency	Tier 5 30+ days	Medium
Remain current to new repair materials, and procedures for bridge & building repairs	Tier 5 30+ days	Medium
Keep certifications current for flagman and traffic control, to help with traffic control when needed	Tier 5 30+ days	Medium
Keep first aid/CPR certifications current to enable us to help where needed	Tier 5 30+ days	Medium
Remain familiar with department heavy equipment, enabling us to use it to assist in cleanup operations following a disaster	Tier 5 30+ days	Medium
Able to respond quickly to work site when disaster strikes	Tier 5 30+ days	Medium

Planning and Engineering Resources - Traffic

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Troubleshoot and maintain traffic signals for the efficient and safe movement of traffic	Tier 1 0-12 hours	High
Troubleshoot and maintain lighting on Interstate and State highways for security and safety of the traveling public	Tier 3 1wk-2weeks	Medium
Troubleshoot and maintain gas card system to facilitate fueling of state and emergency vehicles under all types of conditions	Tier 1 0-12 hours	High
Maintain POE for safety and security of the state workers and traveling public	Tier 3 1week- 2weeks	High
Maintain the salt brine building and storage tanks and pumps through the district to ensure the availability of brine when needed	Tier 3 1week- 2weeks	Medium
Maintain the electrical system in all ITD buildings to allow for safe and secure working environment for all ITD employees	Tier 2 12 hours - 1week	High
Troubleshoot and maintain building lighting and receptacles in offices as needed	Tier 2 12 hours - 1week	High
Maintain communications buildings and mountain top repeater stations to facilitate communications for police, county, state and emergency agencies	Tier 1 0-12 hours	High

Operations – Striping Crew

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Support traffic section with any needs, help in setting up detours and emergency signing	Tier 1 0-12 hours	High
Maintain a safe flow of traffic	Tier 1 0-12 hours	High
Be available for emergency striping	Tier 3 1week-2 weeks	High
Be available to assist maintenance in needed	Tier 1 0-12 hours	High

Operations -- Shop

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Keep emergency equipment running	Tier 1 0-12 hours	High
Repair fixtures associated with keeping traffic moving, i.e., cattle guards, signing, etc.	Tier 1 0-12 hours	High
Provide support for other crews so that they can perform essential duties	Tier 1 0-12 hours	High
Keep emergency generators filled with fuel and in good running order	Tier 1 0-12 hours	High
Assist communications to help keep systems running	Tier 1 0-12h hours	High
Provide technical expertise to facilitate repairs or design of specialty items to help with emergency situations	Tier 1 0-12 hours	Medium
Locate special parts that may be required to either keep equipment running or repair of roadside fixtures	Tier 1 0-12 hours	Medium

Planning and Engineering Resources -- Location

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Provide assistance to primary responders	Tier 4 2 weeks -30 days	Medium
Surveying and mapping	Tier 4 2 weeks - 30 days	Medium
Construction surveying as necessary	Tier 4 2 weeks -30 days	Medium
Alternative routes	Tier 4 2 weeks - 30 days	Medium
Orthorectified aerial photos of affected area	Tier 4 2 weeks -30 days	Medium
Horizontal Control Survey	Tier 4 2 weeks -30 day	Medium
Vertical control survey	Tier 4 2 weeks -30 days	Medium
Detailed topographic survey of affected areas	Tier 4 2 weeks -30 days	Medium
Coordinate Surveys to aerial mapping	Tier 4 2 weeks -30 days	Medium
Submit mappings to Design	Tier 4 2 weeks -30 days	Medium
Construction surveying as necessary	Tier 4 2 weeks -30 days	Medium

Engineering and Design Construction

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Design services	Tier 4 2 weeks -30 days	Medium
Record drawings, project files	Tier 4 2 weeks -30 days	Medium
Assist other departments	Tier 4 2 weeks -30 days	Medium
Shut down construction operations and return facilities to safe and minimally functional level	Tier 4 2 weeks -30 days	Medium

Administration of all federal-aid construction contracts within SE Idaho	Tier 4 2 weeks -30 day	Medium
Inspection of construction activities on all projects	Tier 4 2 weeks -30 days	Medium
Sample and test materials used on all construction projects to insure the specifications have been met	Tier 4 2 weeks -30 days	Medium
Produce source documents for all pay quantities of each bid item on each construction contract	Tier 4 2wk-30day	Medium
Provide the public with a safe as possible construction zone	Tier 4 2 weeks -30 days	Medium

Section -- Master

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Use of state controlled forces in case of flood or slide	Tier 5 30+ days	Low

Section -- Master

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Willing to be put to work in whatever section required our assistance in an emergency situation	Tier 5 30+ days	Low

Enterprise Technology Services – Information Technology (Earthquake)

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Determine access to the building and the outside including phone, network and power	Tier 1 0-12 hours	High
If site is destroyed, search for new temporary site and/or re-route operations to another district if possible	Tier 1 0-12 hours	High
If site is safe and accessible and utility power is not available and generator has not been damaged, maintain generator	Tier 1 0-12 hours	High
District Office: Restore and/or re-route vital communications including phone, network, and video conferencing capabilities if necessary. Have laptops available if needed as an emergency communications site.	Tier 1 0-12 hours	High
POE: Restore network and phone connections if possible as no backup power is available	Tier 1 0-12 hours	High
Counties EOC: Restore network connection and replace equipment as necessary. Emergency power is to be available in each county EOC.	Tier 1 0-12 hours	High
Security system	Tier 1 0-12 hours	High
Maintain a lock down and/or access as needed or remove and open access as requested by ITD and law enforcement personnel	Tier 1 0-12 hours	High
Restore lost data and/or equipment	Tier 1 0-12 hours	High

Bomb Incident

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
After safe access is confirmed, determine damage to equipment and data	Tier 1 0-12 hours	High
Restore and/or replace equipment and data	Tier 1 0-12 hours	High

Pandemic

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Maintain emergency operations only	Tier 1 0-12 hours	High

Fire

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Only enter when confirmed to be safe	Tier 1 0-12 hours	High
Determine damage to equipment	Tier 1 0-12 hours	High
Replace/restore equipment/data	Tier 1 0-12 hours	High

Administration – District Engineer

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Coordinate emergency response for all district crews	Tier 1 0-12 hours	High
Provide engineering management and support for emergency response	Tier 1 0-12h hours	High
Liaison with county and city responders	Tier 1 0-12 hours	High
Liaison with ISP and other enforcement responders	Tier 1 0-12 hours	High
Budget and engineering management decisions for FEMA recovery documentation	Tier 1 0-12 hours	High
Liaison with FHWA	Tier 1 0-12 hours	High
Coordinate engineering decisions/design for reconstruction of damaged facilities	Tier 1 0-12 hours	High
CARS 511 Contact – including data entry, State Com – ITD liaison, ITD dispatch as necessary, open line of communication via 2-way radio, telephone and/or internet.	Tier 1 0-12 hours	High
Provide service for internal (employees) and external (public, other agencies) customers including relaying critical/pertinent information especially related to maintaining the Continuity of Operations Plan.	Tier 1 0-12 hours	High
Assure smooth dialing business operations including, but not limited to: opening and distributing incoming mail and faxes, preparing and distributing district correspondence, processing outgoing mail, etc.	Tier 1 0-12 hours	High
Process and audit accounts payable and accounts receivable payments.	Tier 1 0-12 hours	High
Process, submit, approve and verify employee timesheets.	Tier 1 0-12 hours	High
Prepare and submit 1414 and 2101 forms for emergency maintenance and construction projects to program and/or obligate necessary funds needed, especially during disaster recovery.	Tier 1 0-12 hours	High

Training

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Auxiliary traffic control	Tier 1 0-12 hours	High
Safety and compliance officer (SCO)	Tier 5 30+ days	Low

Safety and Compliance Officer

ESSENTIAL FUNCTIONS	TIME FRAME	PRIORITY
Investigate to review and evaluate for safety practices, standards and compliance:		
Construction and maintenance activities	Tier 1 0-12 hours	High
Contractor and department buildings	Tier 1 0-12 hours	High
Equipment operations and work procedures	Tier 1	High
Process tort claims	Tier 1 0-12 hours	High
Investigate industrial and vehicular accidents to gather information and evidence for defense of tort claims	Tier 1 0-12 hours	High
Recognize potential safety hazards	Tier 1 0-12 hours	High
Interpret and apply compliance with specifications and standards	Tier 1 0-12 hours	High
EEO, Affirmative Action and Civil Rights policies and procedures are followed	Tier 1 0-12 hours	High
Recommend personal protection equipment is available and used	Tier 1 0-12 hours	High

Alternate Facilities

Alternative Facility No. 1

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Use any other ITD D-6 facilities	2 +	ITD	N/A	2 - Telephones 2 - Two computers with Internet and main server connectivity

Alternative Facility No. 2

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
Idaho State Police, Idaho Falls	2 +	Idaho State Police	Needed	2 - Telephones 2 - Two computers with Internet and main server connectivity

Alternative Facility No. 3

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
District 5 Administration assigned facility	2 +		N/A	2 - Telephones 2 - Two computers with Internet and main server connectivity

Alternative Facility No. 4

Location	Staff capacity	Owner	Agreement Secured?	Support Amenities
District 4 Administration assigned facility	2 +		Not necessary	2 - Telephones 2 - Two computers with Internet and main server connectivity

Vital Records

Vital records that will be needed at an alternate location:

Vital Records, Files, Databases	Record Category	Form of Record	Storage Location
Time sheets	Legal	Electronic	Server (Boise)
Purchase orders	Finance	Electronic	Server (Boise)
Construction records	Engineering	Hardcopy / Electronic	Trailer / Server
Right of Way records	Legal	Hardcopy	Trailer
Design plans	Engineering	Hardcopy / Electronic	Trailer / Server

Organizational Go Kit Contents

Records, files, and material that will be necessary when relocating to an alternate site:

Item	Organizational Unit	Location	Quantity	Maintenance Date
COOP plan	Operations	TOS Office	One (1)	November 2015
Communication equipment	ETS/IT/Operations	See Note A.		Varies with equipment
Computer equipment	ETS/IT	See Note B.		Varies with equipment
Vital records	See above			
Contact list	Administration	Administration Office		November 2015
Access keys, code	Administration / IT	Administration / BOM Office		November 2015
Map to facility	Operations	TOS Office		2009
Note A: BHS (radios) maintenance sheds (14, plus striping), ETS/IT				

Note A: BHS (radios), maintenance sheds (14) ETS/IT
 Base stations: Shop, supply, administration office, operations office
 Microwave Tower: District Office, Relay Ridge east of Idaho Falls
 Handheld and automobile-mounted

Note B: Server located in District 6 server room, main building complex
 Desk and portable computers, varies; 160-plus, located throughout District 6
(Server and communications equipment also located in ISP Building)

Interoperable Communications

ITD interoperable communications options include:

Communication Mode	Current Provider	Alternate Provider	#1 Alternate Communication	#2 Alternate Communication
Wireless Radio System	BOC		CB	
Phone System	VoIP	Cisco	2-way Radio	Citizens Band Radio
Cellular phones / smart phones	Verizon		2-way Radio	Citizens Band Radio
Fax Lines	Century Link			
Email System	Outlook		ISU or Home	Other
ITD Employee Hotline	ITD Office of Communications			
Internet	Headquarters			
Intranet	Headquarters			
511 System	ITD/Castle Rock Iowa DOT			
Data Network	Headquarters			
Power Source	UP&L	ITD HQ Generator		

Critical Assets

Structure/asset	Location	Vulnerability	Response Plan Prepared (Yes/No)
Salmon River Bridge	US-93 Salmon	High	No (No detour available)
Ashton Bridge	US-20 Ashton	Medium	No (No detour available)
Swan Valley Bridge	US-26 Swan Valley	Low	Yes (Detour route identified)
Palisades Dam	Swan Valley	Medium	No

Essential Personnel Directory

Essential personnel that would be expected to relocate to an alternative work site or work from home during a natural or human-caused disaster:

Name, Address	Position	Office Phone	Home Phone	Cell Phone	E-mail Address
Vacant	District Engineer	745-5600		716-4797	
Karen Hiatt		745-5601	705-6821	705-6821	Karen.Hiatt@itd.idaho.gov
Nancy Luthy					
Paul Walker					
Shawn Madsen					

Rapid Recall List for D-6 Operations

Source	1st Level Contact for help	2nd Level Contact for help		3rd Level Contact for help
Idaho Falls Lyle Holden 705-6624	Dubois	D6 Operations Engineer Ken Hahn 705-6647		D5 Operations Engineer Steve Gertonson 239-3309
	Rigby			
	Sugar City			
Rigby Kori Hansen 705-6611	Idaho Falls			
	Sugar City			
	Ashton			
Sugar City Scott Robinson 705-6622	Rigby			
	Ashton			
	Idaho Falls			
Ashton Ryan Wright 705-0730	Sugar City			
	Rigby			
	Idaho Falls			
Dubois Lyle Holden 705-6624	Idaho Falls			
	Rigby			
	Arco			
Salmon Jeff Eagle 303-0234	Arco			
	Dubois			
	Rigby			
Arco Dan Hawkins 705-6631	Idaho Falls			
	Salmon			
	Dubois			
				D4 Operations Engineer Walter Burnside 886-7849